

PowerPoint Pro: Course Outline

Description: The PowerPoint Pro course shows students and professionals how to use PowerPoint *specifically* as it is used in investment banking, private equity, and other finance roles. This comprehensive program provides powerful PowerPoint commands, convenient shortcuts, and efficiency-boosting macros and automation tools designed for finance jobs. Students complete dozens of practice exercises and receive hundreds of real bank presentations, editable templates, and a custom macro package with 25+ commands.

Objectives: By the end of the course, students will be able to quickly design and edit great-looking, impactful presentations that advance their careers and allow them to go home at a reasonable hour without wasting time on presentation drudgery.

Target Audience: Undergraduates, MBA students, interns, and new hires. Advanced PowerPoint users should skip to the VBA and macro lessons in the final module.

Duration: 10 – 20 hours (various study plans are available for different time commitments).

Outline:

- **Module 1: PowerPoint Setup, Shapes, And Slides (4.5 Hours)** – In this first module of the course, students get a crash course on PowerPoint setup, the Quick Access Toolbar (QAT), the ribbon menu, Windows shortcuts, and the key commands for alignment, distribution, and formatting. They also learn about copying and pasting shape formats, duplicating shapes, using default shapes, grouping and ordering shapes, setting up grides, rulers, and drawing guides, and using “Ninja Lines” to accomplish otherwise impossible alignments.
- **Module 2: Text and Table (2.5 Hours)** – In this module, students learn about additional text formatting and navigation shortcuts and how to adjust features such as line spacing, tab stops, and bullet points to create columns and separation within text boxes. They also learn how to insert and format tables, merge and split cells, distribute rows and columns, and use tables to make plain text look more interesting.
- **Module 3: The Slide Master for Templates and Styling Standards (3.0 Hours)** – These lessons teach students how to use the Slide Master to create “Layouts” (templates) for different types of slides and how to set up headers, footers, slide numbers, formatting guides, and company logos. Students also learn about the key drawbacks of the Slide Master, including common formatting problems, and they get an introduction to the structure of investment banking pitch books via the tutorials on Sections and viewing modes.
- **Module 4: Inserting Excel Models, Charts/Graphs, Images, and Word Data (3.0 Hours)** – In this module, students learn how to insert Excel models, charts/graphs, images, Word data, and custom objects such as maps into PowerPoint; they also learn how to create and format charts natively in PowerPoint without an external Excel file. Focus areas include the most common investment banking-

style graphs, such as peer benchmarking analyses and “football field” valuation summaries, and how to find, format, align, and distribute company logos for slides with potential buyers and sellers.

- **Module 5: Shortcut and Macro Practice Exercises (4.0 Hours)** – This module has a set of practice exercises that require students to finish the remaining slides in the Jazz Pharmaceuticals presentation using a combination of built-in PowerPoint commands/shortcuts and the macro package from Module 7. They learn how to combine graphs and tables, fix Excel formatting issues, and create more complex slides with timelines, SmartArt, and connector lines that join different shapes and diagrams.
- **Module 6: Bank Pitch Book Database and Editable Slide Templates (0.5 Hours)** – This module contains a database of 175+ real bank presentations hosted on the sec.gov website across different industries and deal types; students learn how to use it to find new presentations, and they get a set of 50+ editable slide templates based on many of these presentations.
- **Module 7: Outside Tools, Add-Ins, VBA, And Macros (13.0 Hours)** – This module is a whole separate course, as it provides comprehensive training in VBA and macros for PowerPoint. Students learn by building many of the macros included in the custom BIWS package in the course. They start with the basics, such as a macro to swap two shapes’ positions, and build up to more complex ones involving drawing guides, tables, and objects such as Harvey Balls and Calendars. Along the way, they learn to manipulate slides, layouts, shapes, tables, images, and their attributes within VBA.

[Click here to read a detailed course outline](#) or [click here to sign up instantly](#).

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