

PowerPoint Pro 2.0: Course Outline

This is the condensed version of this outline. [Click Here](#) for the full version.

[Click Here to Sign Up Now for the BIWS PowerPoint Pro Course](#)

The BIWS *PowerPoint Pro 2.0* course is the only training on the market at any price that teaches you how to master PowerPoint as it is used in investment banking, private equity, hedge funds, and other finance roles.

The course is *not* about just shape insertion, alignment, and formatting; it's about gaining *true mastery* of PowerPoint by optimizing your setup and interface, learning the fundamentals up through advanced slide-creation strategies, and then putting it all into practice with pitch books, company and deal profiles, and all types of presentations used in the finance industry.

- There are **49 videos total**, with accompanying PowerPoint and Excel files. That amounts to **20 hours** of video altogether, which may seem like a lot. But don't worry: everything is broken into bite-sized chunks (including a Table of Contents for each lesson) so you can digest it easily.
- **All the content is downloadable to your preferred device** (works with QuickTime and most other media players, and on desktops, laptops, tablets, and smartphones).
- **Test yourself with built-in, interactive quiz questions:** Answer 80+ questions as you move through the lessons, or complete end-of-module quizzes and test your knowledge there.
- **Learn by watching or by reading:** We include full, word-for-word transcripts for all 20 hours of video (207,000 words altogether), and we provide over 197 pages of written notes on the key lessons, commands, and shortcuts.
- **Easily track your progress:** As you move through the lessons, you can check off what you've completed and what's still on your "to-do" list.
- **Fast answers to all your questions:** Our expert support team is standing by to answer any questions you have about any of the content, 365 days a year.
- **Included Lifetime Access:** You also get **lifetime access**, so you can come back to the course whenever you need it – whether that's in 1 month, 1 year, or 10 years.

What Others Are Saying About Our Courses...

"Brian Broke Down the Sessions into Easily Digestible Segments That Made the Learning Process Smooth and Well-Paced."

4:33 AM (20 hours ago) ☆

to Breaking ▾

I signed up for the "Power Point Pro" videos and thoroughly enjoyed them. Brian broke down the sessions into easily digestible segments that made the learning process smooth and well paced. I look forward to signing up for other videos and getting a leg up on the competition in the job market. Definitely money well spent that I would recommend to to others. - [REDACTED]

[Read More Reviews from PowerPoint Pro Users](#)

PowerPoint Pro 2.0 Course Highlights

Module 1: Overview and PowerPoint Setup

- In this module, you'll learn how and why PowerPoint is used in the finance industry, and why mastery of the key shortcuts and tricks can save you hours of time each day – resulting in a better life, higher pay, and better promotion and exit opportunities.
- You'll get a tour of the PowerPoint interface and a quick start guide to the course, and you'll learn how to set up the Quick Access Toolbar (QAT), the slide master, and the formatting rules you'll use over and over again.

Module 2: Shapes, Slides, Alignment, and Distribution

- In this module, you'll get a crash course on how to insert, format, align, group, and distribute shapes in PowerPoint, and you'll practice your skills with numerous slides taken from a finished pitch book presentation for Jazz Pharmaceuticals.
- In addition to all the standard commands for editing and formatting shapes and text, you'll learn about more advanced features, such as the Format Dipper, Default Shapes, Ninja Lines, Connector Lines, Merge Shapes, and SmartArt for irregular shapes.

Module 3: The Slide Master and Sections for Organization

- In this module, you'll take a step back from individual shapes, text boxes, and slides, and learn how to manipulate PowerPoint presentations at a higher level with the Slide Master, Sections, and viewing modes.
- You'll start with a crash course on the Slide Master, get practice creating a company profile template slide, and then learn about Sections and the different viewing modes in PowerPoint.

Module 4: Using Excel and Word Data, Pictures, and Tables

- In this module, you will learn how to paste in data, graphs, and charts from Excel, Word, and Internet searches, and you'll understand how to format all of it correctly within PowerPoint; both 'standard' bar/column graphs and more unusual ones, like the "football field" chart, are covered.
- You will also get practice pasting in and formatting company logos for use in profiles and process diagram slides, and you'll learn how to insert and use tables effectively.

Module 5: Finishing Touches

- In this module, you'll learn how to apply "finishing touches" to a PowerPoint presentation by inserting page numbers, footnotes, and labels, and then properly checking and incorporating your Managing Director's feedback, notes, and markup on your presentation.
- You'll also learn how to complete "final checks" for grammar, spelling, spacing, alignment, and more, and how to avoid common problems and oversights.

Module 6: Presentation and Pitch Book Examples

- In this module, you'll gain exposure to different types of pitch books, client presentations, and investment recommendation presentations used by real banks and other finance firms.
- We cover the key components of M&A, valuation, deal process update, equity/debt, and industry overview presentations, as well as CIMs, placement memos, and management presentations; there are also examples of investment recommendation presentations for private equity firms and hedge funds.

Module 7: Company and Deal Profiles

- In this module, you'll get practice creating different types of company and deal profiles, including the familiar one-page format, a two-page profile, a two-profile-per-slide format, a four-profile-per-slide layout, and a summary slide with 5-10 different profiles.
- You'll also create a single-page "deal case study slide" that you might use in a pitch book or even as a supplement for your resume, and you'll learn how to create the same deal case study over multiple slides for use in an assessment center exercise.

Module 8: Practice Exercises

- In this module, you will get practice completing exercises related to alignment, distribution, and formatting in PowerPoint. The lessons here are not a "required" part of the course, but they will help you gain speed and efficiency in PowerPoint.
- You will also learn how to create some of the process diagrams and more complex slides in the Jazz Pharmaceuticals pitch book that we skipped over earlier in the course, such as the "Other Valuation Considerations" slide and the Process Recommendations and Timeline slides.

Our Promise to You...

- ✓ **Get Immediate Access.** The instant you sign up, you'll have immediate access to 49 lessons and 20 hours of video, the transcripts, written notes, quiz questions, quick references, and more.
- ✓ **365-Day Per Year Expert Support.** We have a team of experienced bankers standing by to respond to your questions, comments, and emails 365 days per year, for as long as you need.
- ✓ **Money-Back Guarantee.** *Breaking Into Wall Street* is the **first and only** financial modeling training program that comes with an unconditional 12-month money back guarantee.



- ✓ **Test Yourself with Quizzes and Exercises.** Each lesson has an exercise for you to complete; there are also practice quiz questions embedded in each video and at the end of each module (80 questions total).

**[Click Here to Sign Up Now for the
BIWS PowerPoint Pro Course](#)**