

## OPENOFFICE IMPRESS

### INTRODUCTION

OpenOffice Impress is a program you use to create presentations and professional graphics. It is custom made to create, edit and manipulate slides or on-screen presentations. OpenOffice Impress is useful tool when speaking to a group and support your information.

### OBJECTIVE

Upon completion of the course, participants will be able to:

- Know more features and elements of OpenOffice Impress
- Use OpenOffice Impress for various purposes
- Format and edit slides
- Apply effects and animation into slides
- Run slide show presentation

### WHO SHOULD ATTEND

The courses are applicable for all working adults.

- IT Working Adults
- IT Professionals
- Officers
- Administrative Staff

### ABOUT SAINS

SARAWAK INFORMATION SYSTEMS SDN BHD (SAINS) officially began operation in 1992 and has strategically developed a presence in Malaysia as a leading ICT Systems Integrator and Solutions Provider. SAINS, has effectively enlarged and intensify the utilisation of ICT in the State of Sarawak. At the onset, our stakeholders set out to ensure we build a critical mass of knowledge and know-how of mainstream technology. Today, SAINS is widely recognised as a leader among governments in the region for cost effective deployment and efficient utilisation of IT.

### COURSE CONTENTS

- Day 1**
- Lesson 1 - Presentation Overview
  - Lesson 2 - Creating a Slide Show
  - Lesson 3 - Formatting Text In Presentation
  - Lesson 4 - Slide View & Notes
- Day 2**
- Lesson 5 - Drawing and Graphics
  - Lesson 6 - Adding Tables & Charts
  - Lesson 7 - Enhance Presentation
  - Lesson 8 - Enhance Slide Show Effect
  - Lesson 9 - Printing and Showing Presentation

**DURATION : 2 Days**

**COURSE FEE : RM250.00**

### METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

### SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Impress Program

**SBL Scheme Claimable**

### TRAINER'S PROFILE

**Tarmit Kaur** is currently the senior IT Trainer with SAINS. She has an extensive and deep understanding in theory and technical education. She also has conducted IT development programs for various level of customers from Government sectors, Statutory Bodies and Corporate Bodies. She is also appointed as test administrator for PEARSON VUE and PROMETRIC Testing Centre. She is a practical trainer who ensures participants learning are relevant to the needs of organization and her presentation is designed to bring change in attitudes and skills.