

MICROSOFT POWERPOINT XTRAS

INTRODUCTION

Microsoft PowerPoint is a powerful tool for communicating ideas to enable users to quickly create high impact and dynamic presentations to easily share information to the group of people. User can create new graphics and formatting capabilities by putting the control of PowerPoint in your hands to create great looking presentation.

OBJECTIVE

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

- Create impressive slides presentation
- Create, edit and format slides presentation
- Using Tables, Graphs and Charts
- Applying effects and animation into presentation
- Using Notes Pages & Handouts
- Create Hyperlink
- Running a slide show

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 - **Get around in PowerPoint**
 Lesson 2 - **Wizards, Save & Views**
 Lesson 3 - **Working with Slide Views**
 Lesson 4 - **Formatting Presentation**
 Lesson 5 - **Time Saving Tools**
 Lesson 6 - **Colouring & Drawing**
- Day 2** Lesson 7 - **Working with Masters**
 Lesson 8 - **Tables, Graphs & Charts**
 Lesson 9 - **Polishing the presentation**
 Lesson 10 - **Create Header & Footer**
- Day 3** Lesson 11 - **Making Notes Pages & Handouts**
 Lesson 12 - **Sharing Presentations with Other users and Programs**
 Lesson 13 - **Creating Interactive Presentations**
 Lesson 14 - **Saving a Presentation**

DURATION : 3 Days

COURSE FEE : RM285.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Powerpoint 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.