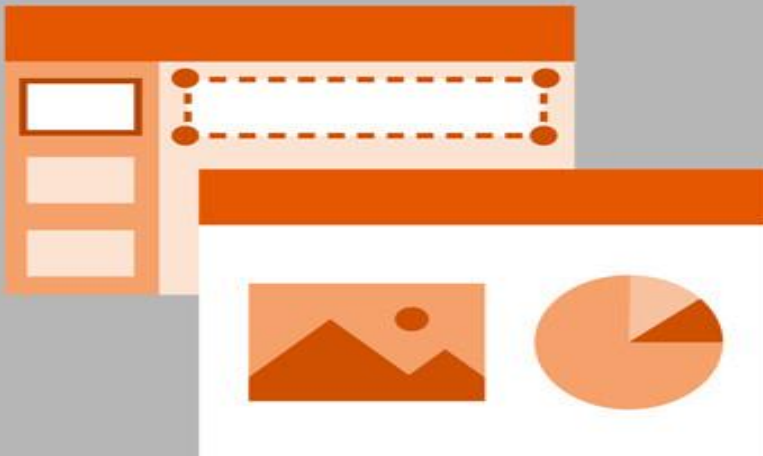




POWERPOINT OFFICE 365 Advanced

Microsoft PowerPoint is the powerful presentation component of Office 365. This course covers the basic to advanced features of PowerPoint. Begin by learning how to access the PowerPoint application from the Windows Office ribbon. Then, explore how to use PowerPoint's title and status bars, navigate its interface, operate its tools; change slide order, zoom level, and view mode; and align slide elements with PowerPoint's rulers and grid lines.

Make your PowerPoint presentations stand out and learn lots of time-saving strategies during this hands-on course. Participants will create presentations using outlines, built-in and custom themes, custom masters and templates. Images, drawing objects, SmartArt, tables and charts will be inserted on slides and formatted in various ways. Different types of animations and transitions will be applied and participants will run slide shows using different techniques. Videos, sounds and hyperlinks will also be added to presentations to bring them to the next level.




SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),


New Admin Block PPKS, Level 1,

Jalan Canna, Off Jalan Wan Alwi,

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Claimable
Under
Scheme
SBL

Course Content

- ☑ Get around in PowerPoint
- ☑ Wizards, Save & Views
- ☑ Working with Slide Views
- ☑ Formatting Presentation
- ☑ Time Saving Tools
- ☑ Colorings & Drawing
- ☑ Working with Masters
- ☑ Tables, Graphs & Charts
- ☑ Polishing the Presentation
- ☑ Create Header & Footer
- ☑ SmartArt
- ☑ Making Notes Pages & Handouts
- ☑ Sharing Presentations with Other Users and Programs

By the end of the course participants should be able to:

- ☑ Add graphics, text and Bullet Points to a Presentation and be able to format the Presentation
- ☑ Customize design templates.
- ☑ Add tables and chartsAdd charts.
- ☑ Work with media.
- ☑ Build advanced transitions and animations.
- ☑ Finalize a presentation.



WHO SHOULD ATTEND

- Officers
- Administrators
- Managers of all levels



METHODOLOGY

- Screen Projection
- Lecturing
- Practical



SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Office 365 PowerPoint Program



COURSE DURATION

- 2 Days



COURSE FEE

- RM660.00

IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact agnes@sains.com.my or 082-366499 / 480912 for further discussion.

TERMS & CONDITIONS:

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE** SST @ 6%
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.