

MS POWERPOINT 2010 / 2013 (BEGINNER TO INTERMEDIATE)



| Date | Venue | Early Bird |
|------------------------------|---|---------------------------|
| 5-6 th Feb 2018 | Plaza Pantai, KL Training Centre 9am-5pm | 26 th Jan 2018 |
| 5-6 th Apr 2018 | | 26 th Mar 2018 |
| 13-14 th Jun 2018 | | 3 rd Jun 2018 |

PowerPoint is the powerful and ubiquitous presentation program from Microsoft. It gives you the facility to create stunning presentations. Before you know it, you will be a MS PowerPoint guru and you'll be helping out other people who are beginners

| | Pax | Before/On | After |
|------|-----|-----------|-------|
| FEES | 1 | RM400 | RM550 |

Rates subject to GST

BUY 2 GET 1 FREE

**OR Register 1 & 2nd person
gets 20% discount**

Trainer

Morgan holds a Degree in IT & Tech Management from UTM, he has 12 years working experience as a trainer in the field of Information Technology. He has conducted various trainings. His key expertise:

- Conducting IT Training in the area of Basic Networking, PC Repairing, PC Troubleshooting & Microsoft Office Training
- Conducting research on the latest development and requirement for training based on customer request
- Developing & Maintaining a sound marketing strategy
- Ensure KPI and Customer Satisfaction are meet

As a qualified professional educator, he has personally designed and delivered many specialized training courses including the validation and management of over 10 other trainers, operating nationwide in Malaysia.

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PEMBANGUNAN SUMBER MANUSIA BERHAD

OUTLINE

Power Point Introductory Exploration

- Opening a presentation
- Using Ribbon
- Working with groups and contextual tabs
- Working with galleries and quick styles
- Using live preview

Adding and Formatting Text

- Creating a New Presentation
- Entering Text on a Slide
- Changing Text Formats
- Using the Format Painter
- Formatting Bullets
- Aligning Text
- Working with Tabs

Customizing Presentations

- Using Template
- Adding a Slide
- Changing a Slide Layout
- Adding a Picture
- Customizing Templates
- Using the Slide Master
- Adding Headers and Footers
- Adding Speaker Notes
- Arranging Slides

Working with Shapes and Pictures

- Adding Text to Shapes
- Inserting and Formatting Shapes
- Inserting and Formatting Picture Files

Adding Objects and Effects

- Adding a Table
- Adding a Chart
- Adding SmartArt
- Adding a Hyperlink
- Adding Transition Effects
- Adding Animation Effects
- Adding a Sound Clip

Outlining Proofing and Printing

- Working in Outline View
- Importing an Outline from Word
- Finding and Replacing Text
- Using Proofing Tools
- Using AutoCorrect
- Printing Your Presentation

Creating charts

- Inserting Charts
- Deleting Data from Datasheet
- Applying and Changing Chart Style and Layout
- Formatting Chart

Presentation Masters and Note Master

- Formatting Slide Master
- Editing Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Formatting Note Master
- Adding a Notes Master Placeholder
- Adding Handout Master Placeholder

Working with Multimedia

- Inserting Audio
- Recording Audio Comments on a Slide
- Inserting Video from a File
- Inserting Video from the Web
- Editing Media Playback
- Inserting and Using Bookmarks
- Using Action Buttons
- Compressing Media

Applying Transition and Animation Effects

- Applying a Transition Effect
- Modifying a Transition Effect
- Applying an Animation Effect
- Modifying Animation Effects
- Customizing Animation Effects
- Copying Animation Effects
- Previewing a Transition or Animation Effect

Finalizing a Presentation

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide
- Hiding a Slide
- Recording a Presentation
- Marking a Presentation as Final

Delivering a Presentation

- Delivering a Presentation on a Computer
- Using the Laser Pointer, Pen, and Making Annotations
- Creating a Presentation that Runs by Itself
- Using Presenter View
- Creating a Custom Show
- Broadcasting Presentations