

MS POWERPOINT 2010/ 2013 ADVANCE

Date	Venue	Early Bird
26 th Jan 2018	Plaza Pantai, KL Training Centre (2 tea break & lunch provided) (Laptop provided)	16 th Jan 2018
23 rd Mar 2018		13 th Mar 2018

FEES	Pax	Before/On	After
	1	RM400 Subject to 6% GST	RM550

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This course is ideal for the Microsoft PowerPoint "power user" who would like to acquire more skills in manipulating data and objects in PowerPoint.

Customizing Presentations

- Applying a Theme
- Previewing and Selecting a Theme
- Customizing a Theme
- Saving a Custom Theme
- Setting a Default Theme

OUTLINE

Applying a Background Style

- Apply a Built-in Background Style
- Create and Apply a Background Style
- Adding a Footer

Working with Special Effects

- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

COMSYSTEM SOLUTIONS SDN BHD (1053364-U)

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Presentation Masters

- Working with the Slide Master
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning SmartArt Object
- Reposition a SmartArt Graphic
- Inserting Text into a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object

Multimedia

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video

Setting up the Slide Show

- Setting up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Setting Up a Slide Show to Repeat Automatically
- Broadcasting a Presentation to a remote location

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PEMBANGUNAN SUMBER MANUSIA BERHAD