

MS OFFICE POWERPOINT

OVERVIEW

In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. (Second Edition)

Students enhance a presentation with features that will transform it into a powerful means communication. They will customize the PowerPoint interface to suit their requirements. (Second Edition)

COURSE CONTENTS

- Getting Started with PowerPoint
- Creating a Presentation
- Formatting Text on Slides
- Adding Graphical Objects to a Presentation
- Modifying Objects
- Adding Tables to a Presentation
- Preparing to Deliver a Presentation
- Customizing the PowerPoint Environment
- Customizing a Design Template
- Adding Diagrams to a Presentations
- Adding Diagrams to a Presentation
- Adding Special Effect to Presentations
- Customizing a Slide Show Presentation
- Collaborating on a Presentation
- Securing and Distributing a Presentation

RESOURCE PERSON

Wilhelmina Deancy William obtained her degree in Information Technology (E-Commerce) with University Malaysia Sabah. Since then, she has gain experience in training Microsoft programs and is also a certified Microsoft Technical Specialist and Systems Engineer (MCSE) on Microsoft Windows Server 2003.

Fidelia Dolores Dato Balanjiu obtained her degree in Computing and Software Engineering from Oxford Brookes University, UK. She is also a certified Office Use Specialist (MOUS) and MOS (Powerpoint 2010). Fidelia has vast experience in teaching computer software having also worked as a Master Trainer with the Malaysian Ministry of Education in training teachers on using IT in classroom teaching.

Duration
2 days

SSTC Member
RM 583.00

Non SSTC
Member
RM 636.00

SME
Training Grant
RM 190.80

*all rates are inclusive
of 6% GST

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