

## 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

For more information or registration, contact:

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