

MS PowerPoint Essentials

This course introduces participants to the basics of Microsoft PowerPoint and its features. It aims to familiarise participants to the PowerPoint interface and basic editing and formatting functions. Participants will also learn PowerPoint features such as using the SlideMaster, Layouts, Design Templates, Colour Schemes and adding graphics.

→ Course Benefits

You will:

- o Be knowledgeable in Microsoft PowerPoint
- o Be able to use the basic features of MS PowerPoint with ease
- o Be able to create a more professional presentations

→ Course Duration

8 hours (1 day)

→ Course Outline

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| <ul style="list-style-type: none"> ■ PowerPoint Basics ■ Working With Text ■ Understanding File Procedures ■ Working With Bullets And Numbering ■ Working With Tables ■ Working With Diagrams And Organisation Charts | <ul style="list-style-type: none"> ■ Charting ■ Using The Drawing Tools ■ Working With Pictures ■ Using PowerPoint Views ■ Running And Printing A Slide Show ■ Changing The Look Of A Presentation |
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→ Certification

Certificate of achievement will be awarded upon completion of assessment.

→ Target Audience

All are welcome.



For more information, please contact: