



MICROSOFT POWERPOINT

(Advanced)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults

- Managers
- IT Personnel
- Administrative Personnel

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft PowerPoint Program

DURATION

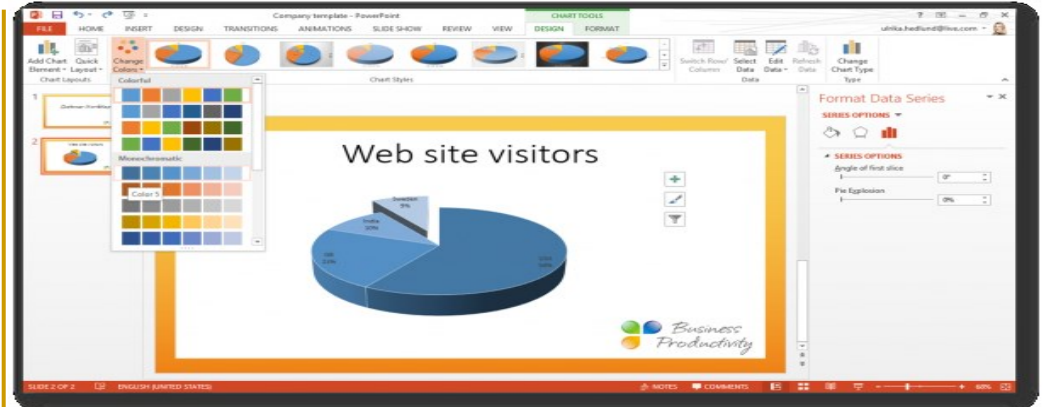
- 3 Days

COURSE FEE

- RM 660.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Microsoft PowerPoint is a powerful tool for communicating ideas to enables users to quickly create high impact and dynamic presentations to easily share information to the group of people. User can create new graphics and formatting capabilities by putting the control of PowerPoint in your hands to create great looking presentation.

OBJECTIVES

By the end of the course participants should be able to:

- Create impressive slides presentation
- Create, edit and format slides presentation
- Using Tables, Graphs and Charts
- Applying effects and animation into presentation
- Using Notes Pages & Handouts
- Create Hyperlink
- Running a slide show

COURSE CONTENTS

- Chapter 1 - Get around in PowerPoint
- Chapter 2 - Wizards, Save & Views
- Chapter 3 - Working with Slide Views
- Chapter 4 - Formatting Presentation
- Chapter 5 - Time Saving Tools
- Chapter 6 - Colorings & Drawing
- Chapter 7 - Working with Masters
- Chapter 8 - Tables, Graphs & Charts
- Chapter 9 - Polishing the Presentation
- Chapter 10 - Create Header & Footer
- Chapter 11 - SmartArt
- Chapter 12 - Making Notes Pages & Handouts
- Chapter 13 - Sharing Presentations with Other Users and Programs
- Chapter 14 - Creating Interactive Presentations

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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