



OPENOFFICE IMPRESS

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Manager
- IT Personnel
- Administrative Personnel

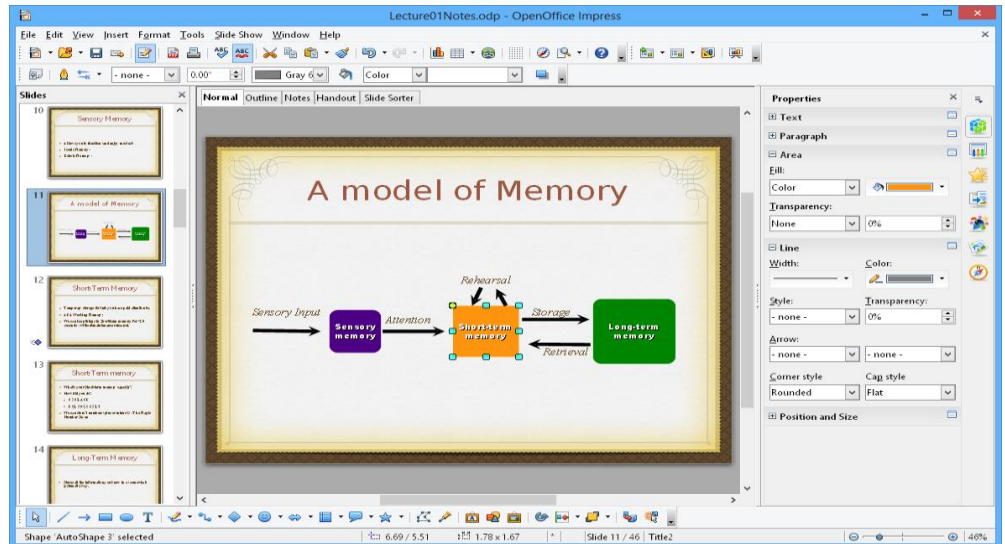
DURATION

- 3 Days

COURSE FEE

- RM 622.00

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

OpenOffice Impress is a program you use to create presentations and professional graphics. It is custom made to create, edit and manipulate slides or on-screen presentations. OpenOffice Impress is useful tool when speaking to a group and supports your information.

OBJECTIVES

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

- Know more features and elements of OpenOffice Impress
- Format and edit slides
- Apply effects and animation into slides
- Run slide show presentation

COURSE CONTENTS

- Chapter 1 – Introduction
- Chapter 2 – Creating a Slide Show
- Chapter 3 – Formatting text
- Chapter 4 – Time Savings Tools
- Chapter 5 – Coloring & Drawing
- Chapter 6 – Charts
- Chapter 7 – Create Header & Footer
- Chapter 8 – Slide View & Notes
- Chapter 9 – Slide Show Enhancement
- Chapter 10 – Creating Interactive Presentations
- Chapter 11 – Printing 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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