



UNITED VISION ACADEMY

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1 Day Workshop

Microsoft PowerPoint

COURSE DESCRIPTION

Overview

Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for impressive presentation.

Learning Outcomes

At the end of the workshop, participants will be able to:

- Create and manage presentations
- Insert and format text, shapes, and images
- Insert tables, charts, SmartArt, and media
- Apply transitions and animations
- Manage multiple presentations

Who Should Attend

- Administration Executives
- Payroll Executives
- Sales and Marketing Executives
- General Clerks
- New entrepreneurs
- Interested parties with or without computer knowledge.

WORKSHOP SYNOPSIS

Chapter 1: Create and manage presentations

Chapter 2: Insert and format text, shapes, and images

Chapter 3: Insert tables, charts, SmartArt, and media

Chapter 4: Apply transitions and animations

Chapter 5: Manage multiple presentations

Recommended

TEACHER-STUDENT RATIO is 1:10

Course Fee Structure

Workshop fees : RM388.00

Course Schedules Dates:

- Weekday (Monday – Friday)

Workshop Time

9.00am to 05.00pm

- Fees subject to change without prior notice, and fee is excluded foods and beverages
- Conducting weekly from 9.00am to 12.00noon, and 2.00pm to 5.00pm
- Special group requests (in house or at Client's location) can be arranged
- Attendance Certificate will be issued upon completion of workshop

For inquiries, please contact us at: +607-5578816 / +607-5576066

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