



UNITED VISION ACADEMY

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1 Day Workshop

Microsoft Advance PowerPoint

COURSE DESCRIPTION

Overview

The smart way to learn Microsoft PowerPoint — one step at a time! Work at your own pace through the easy numbered steps, practice files, helpful hints, and troubleshooting help to master the fundamentals of working with the PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom animations—and more! With STEP BY STEP,

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: Presentation Development Planning and Preparing a Presentation
- Chapter 2: Presentation Design Illustrations and Infographics
- Chapter 3: Enhancing with Multimedia PowerPoint Rich Media Tools
- Chapter 4: Posters, Tables, and Statistical Charts Advanced Tables and Basic Charts
- Chapter 5: Interactivity and Advanced Animation Engaging the Audience
- Chapter 6: Customization Customizing PowerPoint and the Slide Show
- Chapter 7: Collaboration and Distribution Collaborating, Preparing, Securing, and Sharing a Presentation

Recommended

Trainer: Participants ratio is 1:20

Workshop Fee Structure

Workshop fees : RM600.00, include one lunch and refreshment

Note:

- Participants are required to bring laptop for practicing. Special arrangement for those participants without laptop in advance.
- Attendance Certificate will be issued upon completion of workshop