

Course Fee: \$229 + GST

Course Duration: 6 hrs (1 day)

Course Objective

This course is designed for the Learner who wants to learn how to design professional-looking, effective presentations. Upon successful completion of this course, the Learner should be able to efficiently :

- Understand the Fundamentals
- Work with Presentation Basics
- Insert and Edit Text
- Format Text
- View a Presentation
- Work with Multiple Presentations
- Format a Presentation
- Create consistent slide design from slide and title master pages.
- Work with Objects, Tables, Charts and SmartArt
- Apply Transition and Animation Effects
- Set up a Slide Show

Prerequisites

A working knowledge of a Microsoft Windows operating system and have keyboard and mouse skills..

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.
