

MS POWERPOINT

PUTTING POWER INTO POWERPOINT

SESSION PLAN-

- BASIC DESIGN LAYOUT, SMART ART, DATA CHART TYPES,
- TRANSITIONS, ANIMATIONS, HYPERLINKS,
- INSERTING OBJECTS FROM VARIOUS SOURCES
- PPT-NOTES-HANDOUT MASTER REVIEW

METHODOLOGY-

MS POWERPOINT, HANDS ON, SAMPLE PPTS- GOOD AND BAD

COMPETENCY DELIVERED-

- BASIC DESIGN COMPETENCY- FONT, SIZE, COLOR CONTRAST
- A THEMATIC, NEAT AND VISUALLY EFFECTIVE SLIDE DESIGN
- MASTERING SMART ART TYPES
- MASTERING MS EXCEL INTEGRATION, DATA CHARTS
- FASTER TURN AROUND TIME IN MAKING STANDARD TEMPLATES

Number of Sessions

2 days

Total Course Duration

16 hours

Batch size

30

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