

INTERMEDIATE MS POWERPOINT TRAINING WORKSHOP

Date: 6th - 7th May 2021 (2 Days)

Time: 9:00 am - 5:00 pm

Fee for KCCCI members: RM300

Fee for non-members: RM350

Scan QR code to register



Certificate of Attendance will be issued



MASTER INTERMEDIATE MICROSOFT POWERPOINT SKILLS

Microsoft PowerPoint empowers you to create engaging slide presentations and intricate pitch decks to tell your story. It can be used to organize and structure your presentations, create a professional and consistent format, provide an illustrative backdrop for the content of your presentation, and animate your slides to give them greater visual impact. It is particularly used to present data and information by using text, diagrams with animation, images, and transitional effects in the form of slides.

COURSE OBJECTIVES

LEARNING OUTCOME AND GOALS

- Learn and apply the Presentation Concepts, layout structures used in PowerPoint
- Enter and Format the Text contents
- Use the Slide Master to prepare consistent formatting throughout the slides
- Insert Pictures and Graphics into slides to make them more engaging

COURSE REQUIREMENT

- Microsoft Office 2013 and above

COURSE OUTLINE

- Using PowerPoint
- Manipulating Slides within PowerPoint
- Text Boxes (Placeholders)
- Manipulating Text in PowerPoint
- Font Formatting within PowerPoint
- PowerPoint Sections
- PowerPoint Slide Masters
- Headers, Footers and Slide Numbering
- PowerPoint Design Themes
- Formatting Pictures within PowerPoint
- PowerPoint & Illustrations
- Manipulating Illustrations within PowerPoint
- Manipulating Graphics within PowerPoint
- Formatting Autoshapes in PowerPoint

WHO MUST ATTEND:



This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who wants to know, understand and want to further enhance their knowledge and practical uses of Microsoft PowerPoint.

TRAINER



KELVIN NG CHOO KENT
Microsoft Certified Trainer

Kelvin Ng Choo Kent is a highly experienced digital arts instructor and master trainer with more than 23 years of experience in Office Automation Consultation, Graphic Design, Animation and Print Production.

He is a graduate of the Malaysian Institute of Art (MIA) and holds the distinction of being certified as Adobe Certified Expert (ACE), Microsoft Office 2010 Master Specialist MCP & MCT, Certified Practitioner of Neuro-Semantics, Certified Practitioner of Neuro-Linguistic Programming & Certified Practitioner of Hypnosis & Time-Lines.

COURSE SCHEDULE

DAY 1

8:45 AM	Registration
9:00 AM - 10:30 AM	Introduction to PowerPoint Getting Content ready for PowerPoint Slides Topic 1 to Topic 5
10:30 AM - 10:45 AM	Comfort Break
10:45 AM - 12:30 PM	Explore the Power of Slide Master Part 1 Topic 6 to Topic 9
12:30 PM - 1:30 PM	Lunch Break
1:30 PM - 3:30 PM	Explore the Power of Slide Master Part 2 Topic 6 to Topic 9
3:30 PM - 3:45 PM	Comfort Break
3:45 PM - 4:40 PM	Practice / Exercises / Assignments
4:40 PM - 5:00 PM	1st Day Debrief / Closing

DAY 2

8:45 AM	Registration
9:00 AM - 10:30 AM	Recap / Revision Add & Editing Contents Part 1 Practice / Exercises / Assignments Topic 10 to Topic 14
10:30 AM - 10:45 AM	Comfort Break
10:45 AM - 12:30 PM	Add & Editing Contents Part 2 Practice / Exercises / Assignments Topic 10 to Topic 14
12:30 PM - 1:30 PM	Lunch Break
1:30 PM - 3:30 PM	Add & Editing Contents Part 3 Practice / Exercises / Assignments Topic 10 to Topic 14
3:30 PM - 3:45 PM	Comfort Break
3:45 PM - 4:40 PM	Add & Editing Contents Part 4 Practice / Exercises / Assignments Topic 10 to Topic 14
4:40 PM - 5:00 PM	Debrief / Closing / Evaluation / Certificates / Photo

Schedule/timing is subject to change according to the Participants Progress and Level of Knowledge.

This is an HRDF claimable training

Company Name & ID: Dong Jiao Zong Higher Learning Centre Bhd [Co.No.199401006891(292570-A)]

**For registration, kindly contact us at: 03-3343 9289 (KCCCI) / 012 286 8416 (NEUC) or Email:
klang.ccci@gmail.com/ kccileesc@gmail.com/ cpeed@newera.edu.my**