

The Magic of PowerPoint – **REVEALED !**



Do you want to enhance your presentation ? More than 85% of presentation involves the use of **PowerPoint**. There are more than 100 functions to boost you **PowerPoint Presentation** to make it, interesting, intriguing & exciting. In a easy to learn & understand method through hands-on approach , witness the Magic of PowerPoint being revealed!

This course is designed for individuals who have basic knowledge of MS PowerPoint and now want to enhance their knowledge and achieve more with their PowerPoint presentation.

This course is particularly useful for:

- Senior Managers
- Team Leaders
- Sales & Marketing Managers
- Executives who make presentations

Course Details

Date: 24th June 2009 (Wednesday)

Time: 9am to 5pm

Venue: 89 Short Street Golden Wall Centre #10-03

(2 mins walk from Little India MRT Station)

Your Investment

\$450 per participant

Early Bird Discount: \$388 per participant (Register by 15th June 2009)

Group Registration Discount: 2 or more Participants - \$348 per participant

*Register
NOW! to
enjoy Early
Bird
Discount!!*

For more information and details, you may contact us at 6297 1996 / 83881492 or write to us at devan@teamvision.com.sg

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This 1-Day Course will cover the following areas:

Course Outline

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|--------------------------------------|---|
| 1. PowerPoint Basics. | 11. Slide Sorter View. |
| 2. Creating a Presentation. | 12. Running Manual Slideshow. |
| 3. Title Slide. | 13. Annotation. |
| 4. Bullet Slide. | 14. Slide Transition. |
| 5. Table Slide. | 15. Custom Animation. |
| 6. Selecting Text Area. | 16. Automatic Slideshow. |
| 7. Formatting Text. | 17. Rehearse Timings. |
| 8. Formatting Bullets and Numbering. | 18. Applying Templates. |
| 9. Formatting Background. | 19. Exporting Meeting Minutes and Action Items to Word. |
| 10. Inserting a Picture. | 20. Printing Options (Slides, Handouts Etc). |
| 11. Outline View. | 21. Exporting your Presentation to Web. |

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We also conduct this course as an in-house programme, please call / write to us for more information.