



# MS PowerPoint 2010 (E-Learning Course)



R 995 Ex VAT



Course time: 151min



License valid for 14 days

## About the Course

MS PowerPoint is an extremely powerful package, but most people just scratch the surface of what it can do. It is actually remarkably easy to produce a powerful, effective support to your presentation that is alive with colour and images.

This course will demonstrate step-by-step how to create Microsoft PowerPoint presentations from start to finish including the setting up of charts, slides, graphs and even incorporating advanced digital effects such as sound, embedded video, shuffling and animation.

Learn how to take basic information and using some simple rules and guidelines, turn this into an eye-catching, dynamic PowerPoint slideshow that will add value to the presenter – whether it is yourself or your manager.

## Who Should Attend

This course is for anyone who wants to use Microsoft PowerPoint to produce and enhance presentations.

## Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using PowerPoint	This instructional course will walk you through the basics. By the end, you will be able to create stunning presentations that look like they were designed by a professional. At the conclusion of this course you should have: Learned how to create stunning presentations.	20 Minutes
PowerPoint 2010 Basic	You're feeling a little warm. There's a bit of sweat on your brow. Your words are falling over each other. Why? You're doing a presentation and you're nervous it's going to go wrong. It's times like these you don't need unpredictable behaviour. You need PowerPoint - the undisputed leader of the presentation world. An ever trustworthy reliable steed. It'll see you through your presentation and you'll pull it off with absolute professionalism. This course is going to introduce you to the world of slick easy presentation making. Topics covered in this course include: Let's get started, formatting text and diagrams pictures & charts.	65 Minutes
PowerPoint 2010 Intermediate	PowerPoint. Some people call it P point. Or power P. That's what we hear anyway. Either way you've heard of it. Writing and giving presentations requires organisation. And if you're watching one you want to be engaged. So we're going to show you how to advance your presentation building skills. We'll check out different themes transitions and animations to make your work more creative and engaging. The crowd will be begging for more. Topics covered in this course include: Working with transitions & animations, themes backgrounds & slide masters and getting ready	66 Minutes

*Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.*



(011) 454 5505



info@arcskills.co.za



www.arcskills.co.za / www.cbmtraining.co.za