

MS[®] POWERPOINT[®]

LEVEL 1



On completing this course, students will be able to create engaging presentations to convey key points of the message in a presentation.

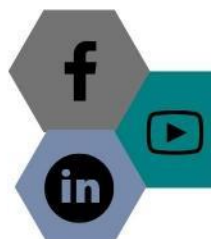


Learning by Doing

This course is for those who wish to gain a foundational understanding of MS PowerPoint[®] to create engaging multimedia presentations.

Programme Outline

- Getting started
- Developing a presentation
- Advanced Text Editing
- Adding Graphical Elements
- Modifying Objects
- Adding Tables
- Adding Charts
- Preparing to Deliver



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