ADVANCED MS POWERPOINT TRAINING WORKSHOP

Date: 10th - 11th May 2021 (2 Days)

Time: 9:00 am - 5:00 pm

Fee for KCCCI members: RM350

Fee for non-members: RM400

Scan QR code to register

ZOOM

HRDF MALAYSIA
CLAIMABLE

to Create
an *Effective*
PowerPoint
presentation

Certificate of Attendance will be issued

MASTER ADVANCED 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
- Prepare engaging diagrams to present the data
- Create a Multimedia presentation slides using Audio and Video
- Integrate Microsoft Excel and Microsoft Word into Microsoft Powerpoint Slides
- Insert Links or Hyperlinks to interactively move around during the Presentation

COURSE REQUIREMENT
- Basic knowledge and functionality of Microsoft Excel
- Microsoft Office 2013 and above

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 OUTLINE

- Diagrams within Powerpoint
- Charts in Powerpoint
- Tables and Powerpoint
- Video Creation using Powerpoint
- Powerpoint Video and Audio
- Powerpoint Animation
- Linking and Embedding in Powerpoint
- Hyperlinks
- Merging, Comparing & Exporting within Powerpoint
- Powerpoint Slide Shows
- Sharing Powerpoint Presentations

COURSE SCHEDULE

DAY 1

8:45 AM	Registration
9:00 AM – 10:30 AM	Introduction to PowerPoint Getting Content ready for PowerPoint Slides
10:30 AM – 10:45 AM	Comfort Break
10:45 AM – 12:30 PM	Making Contents Graphically Part 1 Topic 1 to Topic 3
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Making Contents Graphically Part 2 Topic 1 to Topic 3 Add Multimedia Contents Part 1 Topic 4 and Topic 5
3:30 PM – 3:45 PM	Comfort Break
3:45 PM – 4:40 PM	Add Multimedia Contents Part 2 Topic 4 and Topic 5
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 Animation to Slides Part 1 Practice / Exercises / Assignments Topic 6 to Topic 8
10:30 AM – 10:45 AM	Comfort Break
10:45 AM – 12:30 PM	Add & Editing Animation to Slides Part 2 Practice / Exercises / Assignments Topic 6 to Topic 8
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Slide Management Topic 9
3:30 PM – 3:45 PM	Comfort Break
3:45 PM – 4:40 PM	Final Touches and Presentation Topic 10 and Topic 11
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:
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