COURSE OVERVIEW

Course Name:
Microsoft PowerPoint 2016: Level 1

COURSE DURATION: 1 Day

Gauteng:
3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
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Tel: 087 941 5764
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Gauteng:
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Cape Town:
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COURSE OVERVIEW

How do you grab and maintain an audience's focus when you are asked to present important information? By being clear, organized, and engaging and that is exactly what Microsoft Office PowerPoint 2016 can help you do. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch.

COURSE OBJECTIVES

In this course, you will learn to create and deliver engaging multimedia presentations that convey the key points of your message using text, graphics, and animations.

You will

- Navigate the PowerPoint environment.
- Develop a PowerPoint presentation.
- Format text.
- Add graphical elements, tables, and charts.
- Prepare to deliver your presentation.
- Format the overall appearance of a page.

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