

Advanced PowerPoint



This one day workshop is designed for business users who are familiar with PowerPoint and wish to create more effective presentations. This course teaches the processes for using SmartArt, transitions and animations.

Workshop Content:

- ◆ Working with Images, Drawings & Objects
 - ◆ Create SmartArt
 - ◆ Processes
 - ◆ Hierarchies
 - ◆ Organisational Charts
 - ◆ Graphs
- ◆ Creating Master Slides
- ◆ Apply Animation to Slides
- ◆ Apply Transitions to slides
- ◆ Rehearse and Practice a Slide show
- ◆ Create Hand-outs
- ◆ Printing Slides

Requirements:

- ◆ Workshops are run in-house
- ◆ Workshops are run with a minimum of 6 people
- ◆ Delegates require their own laptops with PowerPoint 2007 / 2010 already loaded.

Duration: 1 Day

Fees:

R2300 per person excluding VAT (Gauteng)

R2900 per person excluding VAT (KZN)

R3300 per person excluding VAT (Cape Town / Port Elizabeth)

Contact ICP Consulting

Website: www.icpconsulting.co.za
E-mail: info@icpconsulting.co.za
Tel: 011 869 0077

Address: Unit 2
69 Michelle Ave,
Randhart, Alberton

