

Introduction to PowerPoint



This one day workshop is designed for business users who wish to learn how to use PowerPoint to create effective presentations. This one day workshop focuses on the basic principles, methods and techniques of

Workshop Content:

- Create a new slide presentation
- Apply a design to slides
- PowerPoint layouts
- Formatting Slides
- Save Presentations in Different Formats
- Creating Presentations from Templates
- Spelling and Grammar
- ◆ Creating Shapes and Graphics
- ◆ Inserting Images
- ◆ Inserting Slide Shows
- ◆ 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

