

LET US LEARN

Microsoft PowerPoint

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1. Introduction
2. Navigating PowerPoint
3. Working with Presentations
4. Working with Slides
5. Adding Pictures to Slides
6. Adding Content to Slides
7. Adding Shapes, Diagrams, and Charts
8. Adding Video, Audio, and Animation
9. Preparing the Presentation
10. Delivering Your Presentation

Program Structure

- Power point presentation,
- Ready made templates,
- Participants' example welcome.

Recommended Participants

- Anyone with basic computer skills.

Number of Participants

6 - 8

Persons



Training Period:

15 hrs.

3 hrs. x 5 days