

Effective Presentations *using* PowerPoint



Upon completion, you've learned:

- Exploring ways to quickly and creatively grab your audience and inspire them with your ideas by using easy-to-use tools, customizable templates, color schemes, and photo-editing capabilities
- Completing task give with ease and efficient, thus saving your time and money
- Learning the tips and shortcuts

Who should attend?

Individuals who want to create powerful visuals and professional-looking presentations to managements or clients

About the Trainer...

Kelvin Ng is a Microsoft Certified Trainer (MCT) and Microsoft Office 2010 Master Specialist with 15 years of training experience. He is able to relate practical usage of Formulas and Excel Features in your daily work and save you a great deal of time.

Why you should train with us?



Quality Assured



Certified Instructor



Practical Example



Generate New Idea



Improve Productivity



Updated Resources



Telephone Support



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Contact us...

May Chung

Call us at **010-226 5291**

Quotation Request :

email to us at maychung@ensy.my or ensyservices@gmail.com.

Website :

Check out our website at www.ensy.my



ENSY TRAINING SERVICES PLT
Approved PSMB Training Provider



Effective Presentations Using PowerPoint

Duration: 1 day

1: Creating A Presentation

2: Enhancing A Presentation

3: Creating Visual Impact

4: Customizing PowerPoint

5: Working With Objects

- Tables
- Organization Charts
- Creating Charts

6: Drawing Tools

7: Controlling The Overall Look

8: Slide Shows

- Viewing a presentation
- Running Slide Shows
- Animating Slides