

# Microsoft Office PowerPoint 2016– Intermediate Level (2 Days)

## Details of the program

Date : 21<sup>st</sup> – 22<sup>nd</sup> September 2020

Time : 9am – 5pm

Venue : Concorde Hotel , Petaling Jaya

Fee : RM1,500.00



## Overview

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But, PowerPoint® 2016 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

## Learning Outcomes

Upon completing this course, you will be able to customize the PowerPoint application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. You will :

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation



# Microsoft Office Excel – Intermediate Level (2 Days)

**Master Trainer**

## **Suryamunawarah Usmani Othman**

**Microsoft Certified Trainer**

**Microsoft Certified Technology Specialists - Managing Projects with Microsoft Project 2010**

**Microsoft Office Specialists Master 2010**

**Microsoft Office Specialists Master 2016**

**MOS Word Expert 2000**

**MOS PowerPoint 2000**

A professional with a unique combination of business experience, training and technical skill, bringing to the ability to combine business development with technical applications.

Specialized in AutoCAD and Microsoft Applications; Installation, Troubleshooting and Training. Incorporate training, administering network environments, installation of computer hardware and software applications, troubleshooting, developing and presenting complete business and financial plans. Implementing and updating web server and web pages.

During her involvement in training industry, Surya has developed curriculum and module for courses according to customer's needs and liaise with customers to make sure the objectives are met.

Surya is competent in information technology. Her strengths are in the areas of Microsoft Office, Microsoft Project, Microsoft Visio, Microsoft Publisher, Microsoft Outlook, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe Flash, Adobe Dreamweaver and Microsoft FrontPage.

With more than 15 years' experience in conducting training for various government and corporate Customers, she has always managed to get a very good feedback from her participants.

## Course Outline

### **Lesson 1: Modifying the PowerPoint Environment**

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2013 Options

### **Lesson 2: Customizing Design Templates**

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

### **Lesson 3: Adding SmartArt to a Presentation**

Topic A: Create SmartArt

Topic B: Modify SmartArt

### **Lesson 4: Working with Media and Animations**

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

### **Lesson 5: Collaborating on a Presentation**

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

### **Lesson 6: Customizing a Slide Show**

Topic A: Annotate a Presentation

Topic B: Set Up a Slide Show

Topic C: Create a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Topic E: Record a Presentation

### **Lesson 7: Securing and Distributing a Presentation**

Topic A: Secure a Presentation

Topic B: Broadcast a Slide Show

Topic C: Create a Video or a CD

# Registration Form

ORGANISATION

CONTACT PERSON

ADDRESS

ENROLLMENT (NO. OF PAX)

TEL

EMAIL

TERMS AND CONDITIONS

## COST FEE

Cost RM1,500 per pax (inclusive of all materials and certifications).

*Please pay full amount of RM1,500 per person to secure your place.*

The full fee is required with your registration 2 weeks prior to the training. The Fees include lunch, coffee/tea breaks and notes and Certificate of participation.

3 Persons registered are entitled to a 10% discount. Further discount are available for large group

Written Cancellation : Registration cancelled 7 days prior to the event are subject to a RM110.00 service

Charge per pax. There will be no refunds for notice received less than 7 days to the event.

A substitute may be made at anytime at no extra cost.

## PAYMENT MODE

All Bank Draft / Local Order / Cheques must be crossed and made payable to:

**Quantum Achievers International SDN BHD**

## BANK TRANSFER

Account Name – Quantum Achievers International Sdn Bhd

Account No – 512-400-500374 (Maybank)

**All enquiries must be forwarded to: -**

**Quantum Achievers International S/B**

**Suite 7-23, 7th Floor, PVI6, 2 Jalan Danau Saujana,**

**Danau Kota, 53300 Kuala Lumpur**

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**Free Gadget  
Organizer Bag for  
each participant**

Organised by,

