

Course Code: **M682**

Powerpoint Essential Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

Address: 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

WHAT'S THIS COURSE ABOUT

Topic 1: Get Started on Powerpoint

Create a PowerPoint presentation from blank or template

Work with slides

Insert text, pictures, tables, chart, video

Use slide master and theme

Use Designer to create professional layouts

Save and export your presentation

Topic 2: Add and Manage Objects

Format pictures

Use SmartArt to add diagram

Improve user experience with slide transition

Create Animation

Arrange objects

Morph transition

Topic 3: Collaborate and Prepare

Add speaker note

Rehearse with Presenter...

COURSE FEE

Full Fee NGN 170,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.ng/powerpoint-essential-training.html>



SCAN TO REGISTER

SUPPORT

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