



INTRODUCTION

Computing skills are one of the top skills employers desired in their employees. Microsoft Office suite of applications, being the most popular software in the world, are extremely useful and widely used in organisations, schools and homes. It is the most practical and productive tool for documenting and organising information, delivering presentations, as well as processing data in work environments across the globe. Microsoft Office has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Microsoft Office is a collection of purpose build programmes including:

- 1) Microsoft Excel - Creates simple to complex data/numerical spreadsheets.
- 2) Microsoft PowerPoint - Creates professional multimedia presentations.
- 3) Microsoft Word - Create text documents.

COURSE OUTLINE

Microsoft PowerPoint 2016 (2-day Customized)

Participants will be able to:

- Understand target audience and venue considerations when planning presentation
- Create and modify presentation templates and format different slide background
- Enhance presentation using built-in drawing and image tools
- Apply advanced chart format features as well as inserting movies and music and animation

1. Best Practice

- Keys to creating effective presentations
- Understanding communication skills during presentations
- Plan a Presentation

2. PowerPoint Preparation

- Using Colours and Effects
- The Slide Master
- Understanding Bullet Levels
- Title Master
- Creating, saving and using Templates
- Insert Text placeholder
- Inserting Slides
- Reusing slides from library
- Importing outline from MS Word

3. Images and Drawn Objects

- Working with Drawn Objects
- Change Object Backgrounds
- Rotate and Flip Objects
- Recolouring Pictures
- Converting Pictures
- Background Graphics
- Arranging Objects
- Cropping and Editing Images

5. Charts

- Creating Combination Charts
- Creating Two Axes Charts
- Edit and Format Charts
- Animating Charts

6. Multimedia

- Inserting Sounds
- Inserting Movie Clips
- Animation Recap

7. Multimedia Enriched Presentations

- Inserting Sounds and Audio
- Inserting Movies and Online Videos
- Introducing Animation Pane
- Change Animation Sequence

8. Slide Shows

- Using Action Buttons/ Hyperlinks
- Create and Edit Custom Shows
- Run a Custom Show
- Apply Slide Transitions and Timings
- Setup a Slide Show
- Annotating Presentation

Microsoft PowerPoint 2016

By Peter Low



- Understanding different image formats

4. Creating Lists and Tables

- Indent and remove indent bulleted text
- Adjust line spacing in lists
- Switching between lists
- Creating tables

9. Presenting Online

- Working with Hyperlinks
- Action Buttons and Action Settings
- Present Online

10. Collaborating on a Presentation

- Using Comments
- Using Slide Library
- Password Protection

About The Trainer

Peter has more than 20 years of working experience. He has worked for different multi-national companies like CapitaLand, Hewlett Packard, Fuji Xerox and Philip Morris. In his last role, he was the department head for the sales information team whereby he was responsible for providing data analytics for the organization as well as managing system implementations in the company.

From February 2016, Peter made a career switch and became a freelance trainer in IT and Leadership courses. He completed his Advanced Certificate in Training and Assessment (ACTA) certification and Specialist Diploma in Leadership and People Management (SP LPM) in 2016 and has conducted SSG and non-SSG courses for public run as well as corporate clients.