

MS POWERPOINT

**WE ARE
COMMITTED
TO PROVIDE**
100% QUALITY
TRAINING
TO ALL...



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COURSE OVERVIEW

MS PowerPoint course will enable the student to present and communicate information in an efficient and attractive manner using PowerPoint presentation. On completion of this course you will be proficient in handling templates to build custom presentations and in introducing more graphical and animated content. This course will provide the students an overall idea on how to use the advanced delivery options, customise your workspace and to link your presentation with both Excel and Word files.

Entry Requirement : Basic Computer Knowledge
Course Duration : 8 hrs.
Mode of Training : Face to face Instructor led Training



COURSE CONTENT

Module 1 Setting up powerpoint environment

New, open, close, save, save as
Typing the text, alignment of text
Formatting text: font size, font style
Font color, use the bold, italic, and underline
Cut, copy, paste, select all, clear text
Find & replace, working with tabs and indents

Module 2 Creating slides & applying themes

Inserting new slide
Changing layout of slides
Duplicating slides
Copying and pasting slide
Applying themes to the slide layout
Changing theme color
Formatting slide background
Using slide views

Module 3 Working with bullets & numbering

Multilevel numbering and bulleting
Creating list
Page bordering
Page background
Aligning text
Text directions
Columns option

Module 4 Working with objects

Shapes, clipart and picture, word art, smart art
Change the order of objects
Inserting slide header and footer
Inserting text boxes, inserting word art
Inserting shapes, using quick styles
Inserting symbols, inserting chart

Module 5

Hyperlinks and action buttons

Inserting hyperlinks and action buttons
Edit hyperlinks and action button
Word art and shapes

Module 6

Working with movies and sounds

Inserting movie from a computer file
Inserting audio file
Audio video playback and format options
Video options, adjust options
Reshaping and bordering video

Module 7

Using smartart and tables

Working with tables, table formatting
Table styles
Alignment option
Merge and split option
Converting text to smart art

Module 8

Animation and slide transition

Default animation, custom animation
Modify a default or custom animation
Reorder animation using transitions
Apply a slide transition, modifying a
Transition, advancing to the next slide

Module 9

Using slide master

Using slide master
Inserting layout option
Creating custom layout
Inserting place holders
Formatting place holders

Module 10

Slide show option

Start slide show
Start show from the current slide
Rehearse timing
Creating custom slide show

Module 11

Proofing and printing

Check spelling as you type
Setting autocorrect options
Save as video
Save as jpeg files
Save as powerpoint show file
Print preview, print



FUNDING AVAILABLE

SkillsFuture Credit

The Singapore Government provides SkillsFuture Credits to all Singaporeans self sponsored (above 25 years) to enhance their knowledge and skills by attending training programs in Singapore.

The Skills Development Fund (SDF)

The Skills Development Fund support is used to support workforce upgrading programmes and to provide training grants to companies when they send their employees to attend training. The SDF is administrated by the SkillsFuture Singapore Agency (SSG).

STUDENT’S TESTIMONIAL

MS Office

“I will encourage everyone to come for the Ms Office Basic course as the lessons are relevant to work. Teachers are willing to teach until I understood my work”.

**Odin Marine (Singapore) Pte Ltd,
Admin Assistant**

MS Word

“Next time I want to do another computer course I will definitely consider G-Tec”.

Homemaker, Singapore

C#.NET Programming

“G-TEC provides a good trainer qualified. It was a good learning experience in G-TEC for C#.net”.

**Software Test Engineer
Emerson Process Management**

Java/Java EE Programming

“The Java/J2ee course material was well presented and very helpful for my work.

I really got a great amount out of it. The one to one training was excellent. It met all my expectations. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! “.

Sylvia Lawrence , IBM , IT Professional



COMPANY PROFILE

What We do:	G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.
Who are our Customers:	We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 1.5 million students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.
Where we are :	G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka, Iran, Malaysia, Saudi Arabia, Bahrain and Ghana.
Our Goal and Focus :	Our aim is to make IT education affordable to all sections of society through various projects associating with government’s quasigovernment public and private company to reach each corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

OUR POPULAR COURSES

Office Skills

MS Excel
Excel Advanced
MS Powerpoint
MS Access

Programming

Java - Java EE
.NET (C# & Asp)
C++
Python

Multimedia

Interior Design
Autocad
Web designing
Digital Architect

OUR SERVICE OFFERING

- ▶ Software Training
 - ▶ Onsite Training
 - ▶ Customised Corporate Training
- ▶ Knowledge Consulting
 - ▶ Online Training
 - ▶ Project Training

OUR LOCATION



Nearest MRT
Dhoby Ghaut-Exit A
Little India-Exit A
Bencoolen-Exit B

Bus Services
64, 65, 131, 139, 147, 166, 857

Nearest Bus Stop
Peace Centre: 07011

G-TEC COMPUTER EDUCATION CENTRE

"Registered with Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)"

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