



**Date: To be Advised**

**Time: 9am-5pm**

**Duration: 2 Day / 14 Hours**

**Venue 1: Bandar Puteri Puchong, Selangor, Malaysia**

**Venue 2: Plaza Mahkota, Melaka, Malaysia**

### Why and for who?

To become acquainted with the Power Point Program and learn how to create Power Point Presentation(s). At the end of the class, students will be able to use the basic features of the Power Point Program.

Presenters, teachers, sales representative and generally anyone who are interested to learn how to create interesting and effective presentations.

### What will you learn?

#### INTRODUCING MICROSOFT POWERPOINT

~ Exploring the New Interface

- Ribbon
- Quick Access Toolbar
- Status Bar

~ Using Mouse and Keyboard Shortcut

~ Understanding Slide Layouts

#### CREATING A PRESENTATION

~ Working with Text

~ Copying the Attributes of Text

~ Positioning, Aligning, and Spacing Text

AutoShape

~ Working with Graphic Objects

- WordArt
- Drawing Tools
- Clip Art
- Picture
- Photo Albums

~ Managing Graphic Objects

- Making Different Shapes of the Same Size
- Formatting
- Grouping and Ungrouping

#### ENHANCING PRESENTATIONS WITH VIDEO AND SOUND MEDIAS

~ Working with Sound Effects

~ Working with Movie Effects



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#### APPLYING ANIMATIONS AND TRIGGERS

~ Categories of Animation Effects

~ Applying Animation Effects

~ Previewing Animation Effects

~ Removing Animation Effects

~ Customizing Animation Effects

~ Manipulating Animations in Animation Pane

~ Animating the Elements of a Chart

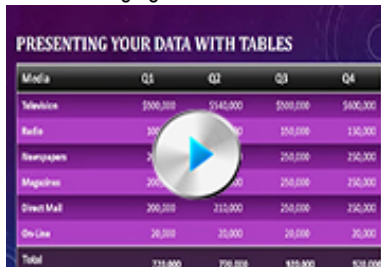
~ Animating a SmartArt Graphic

~ Working with Motion Path

- Flipping and Rotating
- Stacking
- Aligning and Positioning

## PRESENTING DATA WITH TABLES

- ~ Creating Tables
- ~ Deleting a Table
- ~ Customizing a Table
- ~ Changing the Look of a Table



Media	Q1	Q2	Q3	Q4
Television	\$500,000	\$540,000	\$580,000	\$600,000
Radio	300,000	350,000	380,000	400,000
Newspapers	200,000	220,000	230,000	240,000
Magazines	100,000	110,000	115,000	120,000
Direct Mail	300,000	310,000	320,000	330,000
On-Line	20,000	25,000	28,000	30,000
Total	731,000	755,000	803,000	824,000

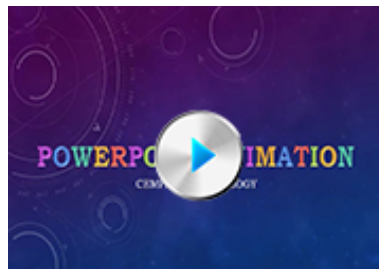
## PRESENTING IDEAS OR PROCESS WITH SMARTART GRAPHICS

- ~ Type of SmartArt Graphic
- ~ Creating SmartArt Graphic
- ~ Adding Text to the Graphic with the Text Pane
- ~ Inserting a List
- ~ Inserting a Process
- ~ Inserting a Cycle
- ~ Inserting a Hierarchy
- ~ Inserting a Relationship
- ~ Inserting a Matrix
- ~ Inserting a Pyramid
- ~ Creating an Organization Chart
- ~ Resetting the SmartArt Graphic



## CREATING DATA INFOGRAPHICS WITH CHARTS

- ~ Inserting a Chart
- ~ Selecting a Different Chart Type
- ~ Editing the Data
- ~ Changing the Way the Data Is Plotted
- ~ Changing the Predefined Chart Layout
- ~ Changing the Predefined Chart Styles
- ~ Changing the Layout of Chart Elements
- Manually
  - ~ Change the Style of Chart Elements
  - Manually
    - ~ Inserting Chart Title and Axis Titles



## ENHANCING PRESENTATION WITH SLIDE SHOW

- ~ Custom Show
- ~ Creating Interactive Slides



## ADVANCED RUNNING SLIDE SHOW METHODS

- ~ Ways to Run a Slide Show
- ~ Using Keyboard Shortcuts During Slide Show
- ~ Using Pointer
- ~ Running a Presentation on Two Monitors
- ~ Self-Running Presentation



## DESIGNING A CORPORATE LOOK TEMPLATE

- ~ Working with Slide Master
- ~ Customizing a Slide Layout
- ~ Working with Notes Master
- ~ Working with Handout Master
- ~ Working with Header and Footer
- ~ Working with Theme
- ~ Working with Templates





## What will you receive?

Each participant will get a Microsoft PowerPoint Executive handout with exercises and a CD with the professional sample templates and backgrounds.

## Pusat Latihan Komputer Cempaka ~Your HRDC Premiere Training Provider~

Call Cemtech now at 06-2835955 (for Melaka Customers) or 03-80684461 (for Klang Valley Customers) or email us at [cemtech@cemtech.biz](mailto:cemtech@cemtech.biz)

to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Registration online, please [click here](#).

Newsletter generated by,

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