



# GLOBALedge TRAINING ACADEMY

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## e-TRAINING ON CREATING PROFESSIONAL POWER POINT PRESENTATIONS

Dear Aspirant,

Greetings to you from GLOBALedge.

- Do you have basic working knowledge in MS-Power Point?
- Are you interested to learn about creating Professional Power Point Presentations?
- Would you like to learn at the convenience of your home / office, just by spending 10 hours a week?
- Do you need someone to guide you by reviewing your presentations and to suggest improving them further?

If you answer "YES" to all the above, then probably our e-TRAINING module will help you. You can learn to create powerful presentations sitting at your home / office, through our e-TRAINING. Please have a look at the learning method.

S.No	Topic / Detail	Training Methodology	Response from Trainee	Time Frame
1	Phase -1. A) Creating user defined layouts with your name, logo, etc., B) Adding music files to your presentations C) Converting your PPT file into PDF documents	1. Sample Presentations 2. Simple step-by-step study material (PDF) 3. Assignments via e-mail	1. Should go through the presentations and study materials 2. Should complete assignments and send them to us	Three Assignments to be completed within 15 days from the date of commencement of training.
2	Phase - 2. A) Adding your voice to your presentations B) Saving your slides into pictures C) Using Microsoft Movie Maker to convert your presentation into WMV file	1. Simple step-by-step study material (PDF) and sample presentations 2. Clarifications via SKYPE	1. Should select a theme and send two Business Presentations to us. 2. Should make a virtual presentation via SKYPE.	Need to happen within 15 days after completion of Phase -1.  Date & time of chat will be fixed well in advance.

Medium of Instructions: English. (If there is a demand for TAMIL, we will create step-by-step guides in Tamil also)

## Sample Files:

Please visit the following links to see a few presentations created by us.

<http://globaledge5.wordpress.com/files/2009/07/geta-ppt-sample-1.ppt>

<http://globaledge5.wordpress.com/files/2009/07/geta-ppt-sample-2.ppt>

<http://globaledge5.wordpress.com/files/2009/07/geta-ppt-sample3.pdf>

Please visit the following link to have a look into our STEP-BY-STEP GUIDE. (It is only a two paged sample file)

<http://globaledge5.wordpress.com/files/2009/07/geta-ppt-step-by-step-sample-guide.pdf>

## What are the advantages for you?

- You can learn from your home/office where a system with broadband internet connection is available.
- No fixed time slabs - learn whenever you are free - but should spend atleast 10 hours per week for 4 weeks continuously.
- You can create presentations related to your industry / segment / nature of work. We can guide to you get suitable material on them (content and relevant pictures)
- If there are more than 25 members from a particular CITY, we can conduct a one day workshop in your city, exclusively for the members. (at nominal charges)
- Additional e-mail support for 3 months from the date of completion of training - without any extra charges.

## If you are interested.....

Please send us a mail with the following information:

1. Name 2. Educational Qualifications 3. Technical Qualifications 4. Occupation  
5. Company Name 6. Website (if available) 7. Your e-mail ID with an alternate ID (preferably a GMAIL ID) 8. Contact address. 9. Your Knowledge level in MS-PowerPoint (Beginner / Intermediate / Expert). 10. Other information you wish to provide.

Should you require any further information, please feel free to mail us.

Thanks & regards,

RAJA  
Director,  
GLOBALedge Training Academy,  
Erode.

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