



GLOBALedge Training Academy

Computer Training - Content Creation & Translation - Soft Skills Development - Recruitment & Career Guidance- Corporate Services
Erode & Coimbatore.

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ONE-DAY WORKSHOP ON



POWERPOINT - SIMPLE WAYS TO MAKE GREAT PRESENTATIONS

S.No	Topic
1	Creating a PowerPoint SLIDE
2	Insert Menu - Inserting Sound, Pictures, Movies etc.,
3	Adding Animation Effects
4	Slide Show Options
5	Various options to SAVE a PowerPoint File
6	Converting a PowerPoint file to PDF document
7	Creating a self running Power Point Show
8	Master View Options
9	Key Board Short Cuts
10	Question and Answers

FURTHER INFORMATION:

- Classes will be conducted by the author of the book "Powerpoint in 10 days" published by Kannadasan Publishers.
- Number of participants is restricted to 20.
- Participants are encouraged to bring their LAPTOP computers.
- This being a workshop, participants need to perform certain tasks during the programme.
- We will not teach you mere theory. Practical tools for implementation will be discussed.
- We will provide a course booklet to all participants for future reference.
- An interactive and live session is assured and you will have a better ROI.



For further details please contact: 94434 98027

visit us: <http://globaledge5.wordpress.com>

Training can be conducted in any part of Tamilnadu. Existing training institutes / associations / clubs / schools / colleges or interested individuals who prefer to join hands with us can contact us to know further information.