

Fundamentals of MS PowerPoint

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. *PowerPoint* offers word processing, outlining, drawing, graphing, and presentation management tools- all designed to be easy to use and learn. Microsoft PowerPoint provides numerous features which can be used in order to improve your presentation skills.

Who should attend?

In this session, you will learn powerful techniques that can help save significant time, better manipulate and format presentations, convey information in a compelling way, and collaborate with others more effectively. People who are interested to know about power point can attend this program.

Benefits

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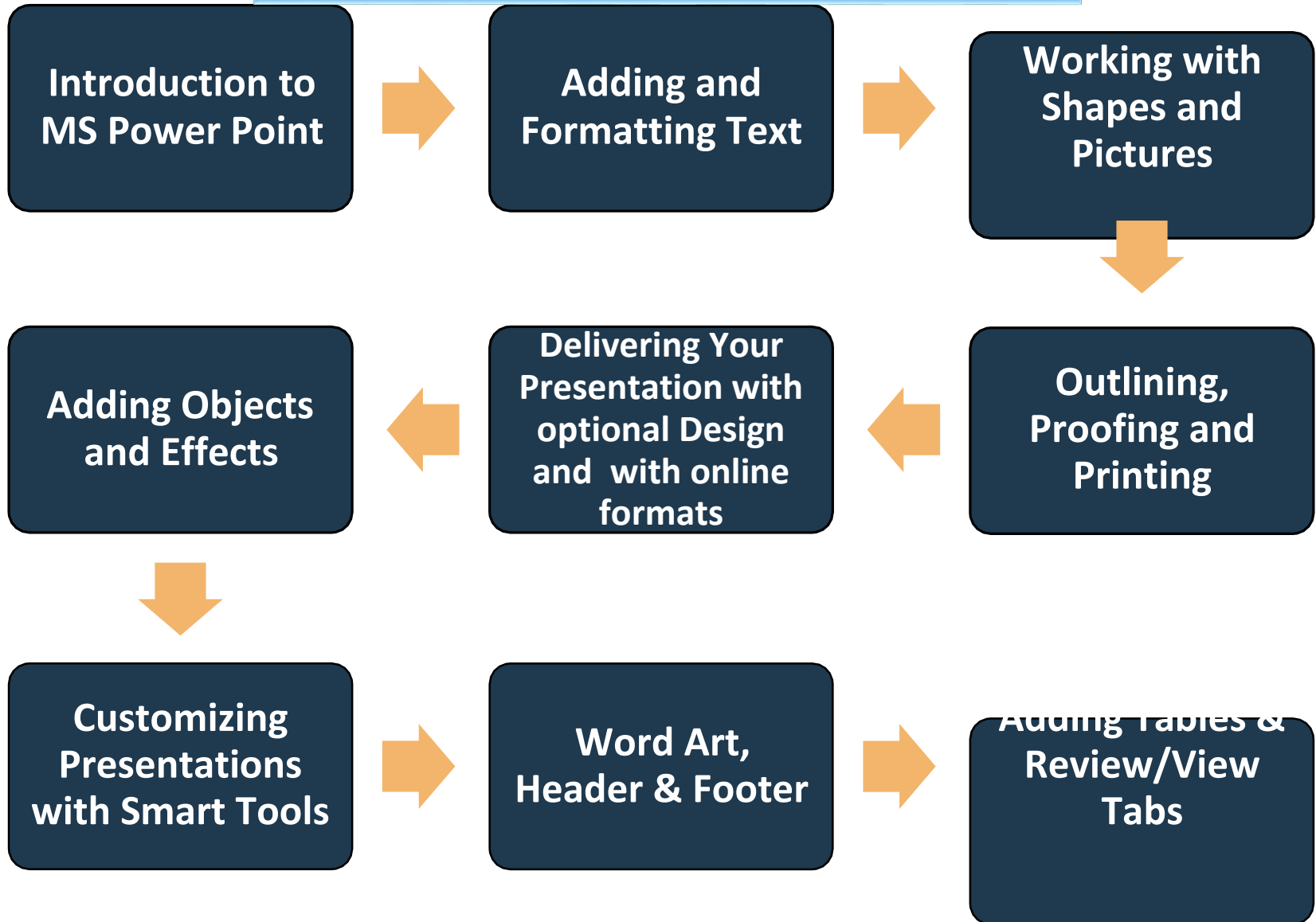
Achieve strategic goals and realize business benefits through the effective and innovative use of Presentation, Learn the importance of an effective Power point to enable business value

The user can combine the text, graphics and multimedia to support a presentation. Using power point as a presentation tool is a good way, as it offers some distinct advantages

One of the most important benefits that you get from attending PowerPoint program as a presentation tool is that you can not only create and modify professional-looking presentations, but can gain mastery on it eventually

4P Advisory Services

Course Outline



Prerequisites for the EXAM

None

Exam Details

Internal exams will be conducted (Mandatory). The exam format may vary.

- Number of questions: 20 (Multiple choice)
- Exam duration : 30 minutes
- Pass Mark : 65% (13 out of 20 with 1 point for each correct answer)



JOIN NOW!

>>Contact: info@4pa.in