


Presentation with PowerPoint

Advance Training on Microsoft PowerPoint 2003




13th & 14th May

Presentation with PowerPoint

Advance training on Microsoft PowerPoint-2003

This course will provide knowledge on advanced tools for existing users to design and produce presentations that look professional and enhance their delivery by fully engaging the audience with simple, effective images, animations and effects.



**10% discount for
CHA member
organization**

Who should attend?
Designed for users who have been well taught on PowerPoint or who have attended an introduction course.

Where?
CHA Meeting Room, Colombo 07

Investment
Rs.5,000.00

Registration
On or before 7th May 2010

When
13th May (0900-0430)
14th May (0900-1200 noon)

Course content

- Introduction to Power Point
- Power Point Basics
- Working with Slides in Various Views
- Formatting Slides
- Power Point Objects - Selecting, Grouping,
- Slide Transition and Animation
- Working with Color Schemes
- Working with Masters
- Working with different Layouts
- Graphics
- Organization Charts
- Tables
- Audio & Video Clips
- Insert Movies & Sounds
- Creating Audience handouts and Speaker notes
- Link with other Applications
- Power Point Help

About the Resource person
Jayanthi Samarasinghe M.A.SS, M.B.S., C.TP
Head of IT-Convention of Humanitarian Agencies

She is an ICT (Information and Communication Technology) professional possessing 13 years experience with extensive skills in IT Administration, Database Management, ICT Consultation and Lecturing.

Jayanthi has her degree in Bachelor of Information Technology from Charles Sturt University, Australia along with other IT qualifications.

She has conducted trainings for IT Diploma courses, computerized training programs & workshops for staff members of NGO, INGO and the commercial sector.

For further information please contact:
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