

TAKE & MAKE TRAINING CENTRE

Presents...

100% PRACTICAL TRAINING ON ADVANCED POWERPOINT 2007 & 2010 – BEYOND THE BASIC:



ONLINE

OFFLINE

Practical Training Classes

DURATION

3 DAYS (3 CLASSES)

AVAILABLE DAYS

ANY WEEKDAYS AND SUNDAY (MORNING)

MODE FACILITY

BOTH BATCH & SINGLE MODE FACILITY

PRICE – CT

DEPENDS ON NUMBER OF ATTENDEES

PRICE – ONE TIME

Rs. 2400 /-

PRICE – INSTALMENT

RS.2600 /- (Rs.1600+Rs.1000)



Objective: THIS TRAINING WILL MAKE YOU AN EXPERT DESIGNER OF POWERPOINT SLIDES.IT WILL ALSO LET YOU KNOW THE IMPORTANCE, IMPACT OF A GOOD ADVANCED POWERPOINT PRESENTATION.

- Basic and Fundamental Touch
- Creating Layout & Templates
- Special Short Cut keys to Remember
- Working with Presentation
- Entering Text, Headlines
- Inserting Tables, Pictures, Shapes, SmartArt, Chart
- **ACTION Links** and Hyperlinks
- Entering Header and Footer with Date-Time, Slide No.
- Entering New or Existing **Excel File into PowerPoint**
- Creating PDF, Picture Link into PowerPoint Presentation
- Inserting Video file and play it Full Screen mode inside the Presentation
- Inserting Audio File to play
- Themes
- **Transition** Effects
- Adding PPT Sound in between Slides
- Auto Run of Slides with a Specific time gap at Slide Show
- **Animation** Effects
- Animation By text to text
- Custom Slide Show
- Rehears Timings
- Set Up Slide Show
- Write on Slides during the Show
- Presentation View and Mater Slide View
- Save as Direct Show (PPS)

SPECIAL TIPS:

TIPS for Creating Corporate Presentation

Inserting Flash (SWF) file to PowerPoint

Creating Photo Album in 5 seconds at PowerPoint

Playing Online Video from YOUTUBE Directly

How to convert all your .pptx into .JPEG/.GIF/.PNG

Embedding .EXE file into PowerPoint Presentation.

Convert PowerPoint to Video in few seconds.

Creating Circle Effects on PowerPoint.

Grouping and Ungrouping in PowerPoint.

Making the PPT/PPTX file smaller in Size

Converting PPT to PDF Presentation for mail

Free e-Book on Microsoft PowerPoint 2007 (Advanced) with 30 READYMADE TEMPLETE FORMATS FOR CORPORATE PRESENTATION – TAKE AWAY

