

# Impressive Images and Diagrams in PowerPoint



COURSE DURATION

**8 Hrs**



MODE OF TRAINING

**Classroom**

This course aims to equip participants with the skills to enhance their Microsoft PowerPoint presentations by adding images, diagrams, tables, and charts. Participants will learn to format these objects to create impactful slides and incorporate data from various sources efficiently. The course is ideal for individuals who need to utilise visual elements and data in their presentations to communicate messages effectively. Participants should have basic experience using computers and Microsoft PowerPoint

## Who Is This Course For

This course is aimed at participants who need to be able to utilise images and diagrams and to import data to deliver appealing and interesting Microsoft PowerPoint presentations that will communicate their messages to the audience effectively.

## Course Objectives

By the end of this course, learners will be able to:

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FULL FEE

**\$450**

(Subject to 9% GST)



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## Course Content

### Learning Unit 1: Tables

- Insert And Delete Tables
- Insert, Delete And Format Rows And Columns
- Table Formatting

### Learning Unit 2: Images And Shapes

- Insert Pictures, Clipart And Shapes
- Format Pictures, Clipart And Shapes
- Modify, Position, Distribute Pictures, Clipart And Shapes

### Learning Unit 3: Incorporating Screenshots

- Insert A Screenshot Of A Web Page Or Another Application

### Learning Unit 4: Smartart Diagrams

- Create Smartart Diagrams Such As Organisation Chart, Cycle, Pyramid, List, Process, Etc.
- Format Smartart Diagrams

### Learning Unit 5: Charts

- Insert And Delete Charts
- Modify Chart Data
- Format Charts

### Learning Unit 6: Linking And Embedding Objects

- Insert, Edit And Delete Hyperlinks
- Insert And Modify Action Buttons
- Link Data Into A Slide
- Update And Break Links
- Embed Data Into A Slide
- Edit And Delete Embedded Data



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