**Excel4all Training & Consulting** 

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# Professional PowerPoint Workshop

Venue: Hotel Sagar Plaza, No:1, Bund Garden Road, Pune- 411001

#### Facilitator Details: Mr Prabhas Kumar Panda. Microsoft Office Specialist

A corporate trainer with a creative bent of mind along with strong communication skills and understanding of various facets of training in alignment with the organizational goals. Having 14 Years of experience as MS-Office trainer and 7 years of count as an automation consultant imparted training to different verticals of the industries. He strives for quality in everything he does. With wide exposure to the corporate culture, his training suits the various levels of competency amongst the trainees. His coaching style and delivery method is quite unique and always welcomed by the professionals and results in choosing him second to none.

He has provided training to the reputed companies like L&T, Microsoft, Accenture, HCL, Murugappa Group, Reliance Group, Aditya Birla Group, Kotak Securities, Lear Corporation, Colorcon, Bridgestone, Sundaram Business Services, TVS Group, WIRTGEN, SG Analytics, Thermax, Thermo Fisher, Johnson and Johnson, Mahindra & mahindra etc to name a few.

## Microsoft PowerPoint Training

#### **Course Objective:**

PowerPoint Advanced is for those people who can already create simple presentations, and want to add more sophistication. This one-day course shows you how to create a better, effective and meaningful presentation in PowerPoint.

#### Course Duration: 1 day (8Hours)

Avoiding the Bad Pit Falls, Do's and Don'ts and Best Organization Practices. Default View, Shortcut to the Favorite Links Customize the Quick Access Toolbar, Most Popular Options, Slide Show Options AutoFormat Settings & Print Options Sive Your Presentation the Look You Want Working with layouts, Theme, Watermark, Header and Footer & Font Create a Custom Color Scheme & Background Image Add Impact with Graphics Domunicate Information with a Smart Art Graphic, Photo Album Use 3-D Effects to Make Graphics Stand Out Align Graphics Perfectly Using the Grid and Guidelines Jsing Timesaving Tools DLE ( Working with Multiple software, Word, Excel & etc) Publish , Reuse, Send Slides with Slide Library Furn Your Presentation into a PowerPoint Template Add Sizzle to Your Presentation with Effects Hyperlink Add Motion, Make an Entrance & Exit with Custom Animations Choreograph Effects to Make a Multimedia Presentation Sive Your Presentation a Professional Look with Transition Effects & Sound Effect Communicate with Audio and Video Add a Suzton to Play Your Video Clip, Trimming the Audio or Video file, Embed Video to Turn Your Slide into a Movie. Add Sound from a File, Loop an Audio File, Insert an Audio Button in Your Slide. Record Narrations for Your Slides, Create a Narrated Slide Show Enhance Your Presentation and Custons Enhance Your With Illustrated Charts, Connect Graphics & Organizational Charts Get Your Story with Illustrated Charts, Connect Graphics & Organizational Charts Get Your Presentation Noticed with Ink Annotations Expand Your Audience by Publishing to the Web Expand Your Audience by Publishing to the Web Purn Your Presentation in a Browser Dublish Your Presentation in Browser Default Fonts, Customize Colors, Change the Title, Target Screen Resolution for Web-Based Presentations Definize Your Presentation for a Specific Browser	Customize PowerPoint Options to Suit Your Needs
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