

# 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)

### **Customize PowerPoint Options to Suit Your Needs**

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

### **Give 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**

Communicate 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

### **Using Timesaving Tools**

OLE ( Working with Multiple software, Word, Excel & etc)  
Publish , Reuse, Send Slides with Slide Library  
Turn 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  
Give Your Presentation a Professional Look with Transition Effects & Sound Effect

### **Communicate with Audio and Video**

Add a Button 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 Presentations with Custom Content**

Link to the Web & E-mail Address  
Add an Excel Spreadsheet to Leverage Data & to Calculate Data  
Tell Your Story with Illustrated Charts, Connect Graphics & Organizational Charts  
Get Your Presentation Noticed with Ink Annotations

### **Expand Your Audience by Publishing to the Web**

Turn Your Presentation into an Online Resource  
Publish Your Presentation Directly to a Web Site, XPS or PDF  
Navigate a Presentation in a Browser  
Default Fonts, Customize Colors, Change the Title, Target Screen Resolution for Web-Based Presentations  
Optimize Your Presentation for a Specific Browser  
Link Your Presentation to Another Web Page

## Deliver and Distribute Your Presentation Effectively

Create a Custom Show Instead of a New Presentation  
Practice Your Presentation with Rehearse Timings  
Work with Multiple Monitors and Presenter View  
Make Your Slide Show Start Automatically  
Distribute Your Presentation with the PowerPoint Viewer  
Burn a Presentation CD for a Wider Distribution

For any details and queries, please contact +91-7875726961, +91-9049824030,  
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