



Course Code: C012

# Powerpoint Essential Training

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

## WHAT'S THIS COURSE ABOUT

### Topic 1: Get Started on Powerpoint

Create a PowerPoint presentation from blank or template

Work with slides

Insert text, pictures, tables, chart, video

Use slide master and theme

Use Designer to create professional layouts

Save and export your presentation

### Topic 2: Add and Manage Objects

Format pictures

Use SmartArt to add diagram

Improve user experience with slide transition

Create Animation

Arrange objects

Morph transition

### Topic 3: Collaborate and Prepare

Add speaker...

## COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

## CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

## REGISTRATION

<https://www.tertiarycourses.com.sg/powerpoint-essential-training.html>



SCAN TO REGISTER

## SUPPORT

**Email:** [sales@tertiarycourses.com.sg](mailto:sales@tertiarycourses.com.sg)

**Tel:** +65 6100 0613

**WhatsApp:** <https://wa.me/6588666375>