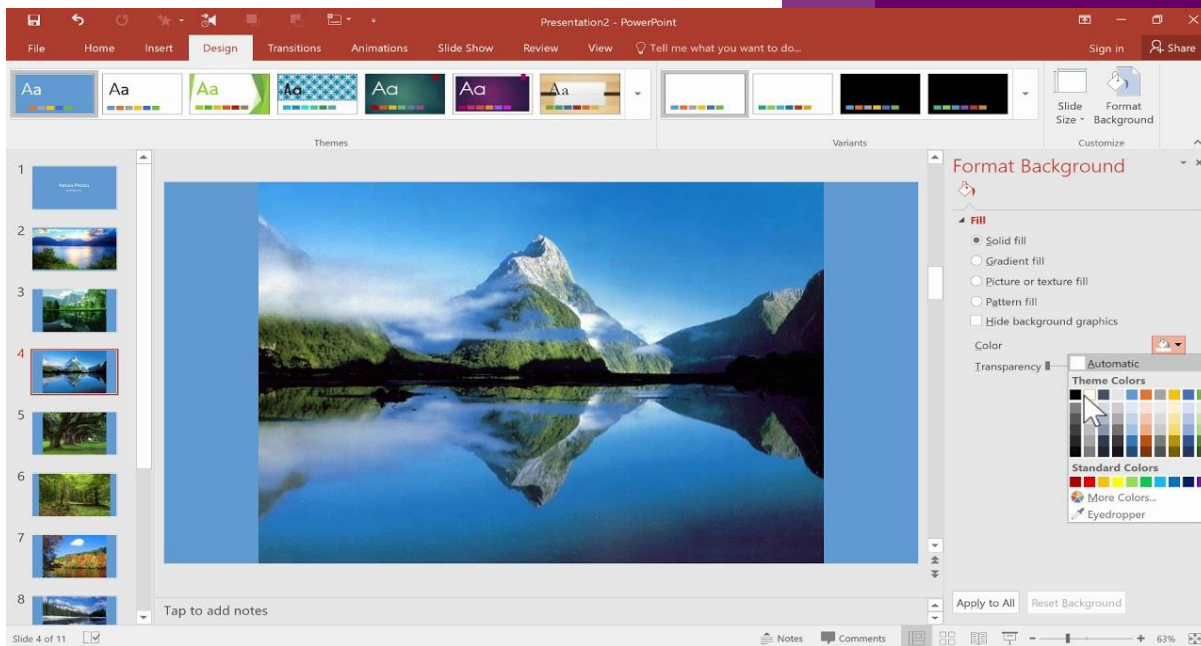


# Microsoft PowerPoint - Expert



**DURATION: 2 Days**

## **COURSE OVERVIEW**

This course is intended to introduce the Microsoft PowerPoint to create and manage presentations and slides, insert and format slide content (including shapes, text, tables, charts, SmartArt graphics, images, and media), animate slide content, transition between slides, manage multiple versions of a presentation, and prepare presentations for delivery.

## **TARGET AUDIENCE**

This course is tailored for advanced users who regularly use PowerPoint for presentations and meetings.

## **PREREQUISITES**

Participants are expected to have basic knowledge of PowerPoint and had been using this programme for at least 1 year.

## **LEARNING OUTCOMES**

- Format presentation by using Slide Master
- Prepare presentations for distributions
- Configure Custom slide shows
- Insert and Format Slides
- Create Slide Content
- Configure presentations to print or save
- Insert and format tables / Charts / Pictures
- Merge content from multiple presentations

## **COURSE OUTLINE**

- Apply and modify themes
- Modify slide master
- Control header and footer
- Configure slide setup options - 4:3, 16:9
- Different format for saving
- Check features that are not supported in previous versions
- Package as video
- Create subset of slides
- Set timing
- Show options
- Format slide backgrounds
- Insert and format shapes
- Add text to shapes
- Order and group shapes and slides
- Print presentations
- Prepare presentations for distribution
- Display multiple presentations
- Reuse slides from other presentations



## **Ng Eng Kiang (Alex) CA(M), MCT**

### **Profile Synopsis**

Alex Ng holds a Bachelor of Accounting from Universiti Kebangsaan Malaysia (UKM). He is a member of the Malaysian Institute of Accountants (MIA), Microsoft Certified Trainer (MCT) and PSMB Certified Trainer. Alex has more than 14 years of experience (including being attached previously in Ernst & Young, Swiss-Garden Resorts Kuantan, and FPG Oleochemicals Sdn Bhd) in handling a variety of corporate audit assignments, managing Finance team of 28 subordinates and various financial analysis and reporting.

His 14 years of working experiences includes hands-on experience as a Finance Analyst in managing financial analysis and budget/reporting system together with representatives from Asia and Europe finance team. He is also experienced in developing and customizing training manuals.

He has 4 years of experience in training as a certified HRDF and MCT trainer especially since 2016.

His mission is to help clients enhance performance, productivity and profitability by leveraging on his results-based management, accounting and Microsoft applications knowledge. He is an accomplished speaker and trainer, having conducted many seminars, workshops and speaking engagements on accounting, risk management, leadership and Microsoft Office training over the last 4 years. Alex NG is a member of CFO Club Malaysia, a non-profit organization dedicated to promoting financial management awareness to academics and younger generations.