



BUSINESS PRESENTATION IN POWERPOINT

1 April 29, 2024 (Monday) **8.45 am – 5.00 pm**
FMM Institute, Perak

Today's tech-savvy audiences are getting increasingly sophisticated and tougher to impress every day. A well designed presentation can help you to gain your credibility and reputation and to amaze your audience. Now, just leave your old templates and design ideas behind, and we will show you how to use PowerPoints to its full capabilities to design memorable, remarkable, exceptional and visually exciting presentations that get the results you want. After the workshop, you will be eager to use your creative ideas on your next presentation.

....COURSE CONTENTS...

SLIDE MASTERS & TEMPLATES

- Creating consistent design using Slide Master
- Inserting Logo, graphics in a Slide Master
- Inserting Header, footer and page number in a Slide Master
- Creating own templates

DESIGN OBJECTS

- Graphic
- Clipart
- Shapes and Smart Arts
- Charts
- Tips and Tricks of using Tables in a presentation
- Advanced Image editing techniques
- Compressing an image file
- Creating Photo Album

USING THEMES, STYLES AND SECTIONS

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme
- Arranging and Printing Section

MULTIMEDIA TOOLS

- Inserting Sound/ Audio Files
- Inserting Video Clips

- Link to YouTube

SLIDE SHOW ESSENTIALS

- Adding speaker notes during presentation
- Custom Slide Shows
- Advanced Slide Show Settings
- Creating slide show for different audience types

TRANSITIONS AND ANIMATIONS

- Tips of using Transitions
- Transition Effects
- Setting up a timed presentation
- Basic Animation skills
- Tips and Tricks of using Animation Pane
- Entrance Animation
- Emphasis Animation
- Exit Animation

HYPERLINKS AND ACTION BUTTONS

- Link to external files
- Link to another presentation
- Using Action Buttons

PORTABLE PRESENTATION

- Creating mobile/ portable presentation file
- Introduction to PowerPoint Viewer
- Executing a Portable File

....OBJECTIVES...

Upon completion of the training, participants should gain renewed confidence in applying the skills and able to:

- Avoid common PowerPoint design mistakes
- Use color schemes and backgrounds effectively
- Create own templates for original, fresh-looking presentations
- Add pizzazz with high-quality custom animations
- Use multimedia elements such as sound, images, photos and video clips
- Easily build charts, graphics and tables for complex information
- Control the presentation timings manually or automatically
- Create a Portable Presentation and Interactive Presentation

....TRAINER...

MS KAREN CHEAH

an MBA holder majoring in Computer Studies. She has more than 12 years experience in training corporate staff. She is also an expert in MS Office, UBS Accounting and Chinese Star. Besides these, she is proficient in many programming languages such as PHP, Visual Basic, Coldfusion, SQL etc where she can develop either business or Web application. Many working adults consult her on how to solve and speed up their office tasks by using common application software.

MS KAREN CHEAH

has been conducting trainings for FMM Perak Public & In-house courses in MS Office (Excel, Word, PowerPoint, Access & Publisher) since 2008.

....WHO SHOULD ATTEND...

This course is meant for those that use Microsoft PowerPoint in preparing business presentation.

....COURSE DETAILS...

Date **April 29, 2024 (Monday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak, No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**
Medium of Instruction **English**
CPD: **7 hours**
Fees **Members RM648.00/pax** **Non-Members RM810.00/pax**
(Fees inclusive of Service Tax at 8%, Notebook Facilities, Course Materials, Refreshment, Lunch and Certificate of Attendance)

....ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak • MyCoID : 475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

Closing Date:
APRIL 22, 2024

~ Registration Form ~

BUSINESS PRESENTATION IN POWERPOINT

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	