

SATVAM Consulting Private Limited

Workshop on Advanced Power Point

<u>Date & Day</u>	<u>Location</u>	<u>Venue</u>
April 18, 2018 (Wednesday)	Mumbai	VITS Hotel, Off. Andheri-Kurla Road, Kondivita Lane, Andheri (E) Mumbai - 400059 (Besides Trade Star Building)

(Program Time: 09.30 a.m. to 5.15 p.m. & Registration/breakfast: 9.00 to 9.30 am)

Benefits/ learning objectives:

To create impactful presentation, one needs to know the important features of MS Office Power Point. This program aims at imparting knowledge on making presentation more effective resulting in enhanced work productivity.

Contents:

- **Working with Templates**
 - Creating Customized templates
 - Modifying templates
 - Applying a template to an existing presentation
- **Creating a Presentation and Slide Show**
 - Working with different slide Layouts
 - Transition to slides and using the Morph Transitions
 - Adding, editing, removing and customising Animation Effects
 - Working with the Animation Painter & setting Animation Timing
 - Customizing slide show using hyperlinks
 - Assigning Action to shapes, Objects
 - Inserting Table, SmartArt, Picture (Cropping Picture)
 - Inserting Video & Audio
 - Using Thesaurus & Translation
 - Adding comments for review
 - Important Shortcuts
- **Slide Master**
 - Customizing the Slide Master
 - Applying changes throughout the Presentation v/s. Applying changes for slides with specific Layouts
 - Creating a new Custom Layout
 - Customizing Bullets and Text
 - Adding a Logo and Design

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- **Customizing a Document Theme**
 - Applying a Document Theme
 - Customizing with Theme Variants
 - Using multiple Themes
- **Reviewing Presentation**
 - Rearranging and hiding slides
 - Inserting Header, Footer & Page Number
 - Using the Document Inspector
 - Tracking Changes in PowerPoint
- **Working with Excel, Word, Graph etc.**
 - Importing Data and Charts from Excel
 - Inserting Slides from another Presentation
 - Preparing Graphs within PowerPoint
 - Preparing process flow
 - Exporting Notes and Hand-outs to Word
- **Publishing Presentation**
 - Compiling presentation into a C.D
 - Converting presentation into a Video (PowerPoint 2010 version and above)
- **Presenter view**
 - Adding notes to slides and enabling view only for the presenter

NOTE: If the training is being conducted on M.S Office 2007 or a lower version, then during the session, the trainer shall highlight new features that are available in the newer versions like M.S Office 2010 or Office 365 (M.S Office 2013).

Participation Level:

This program is meant for those who have working knowledge of MS Power Point.

Faculty: Microsoft Certified Professional who has conducted programs for leading corporate houses in India

Methodology: Instructor led classroom program with hands-on activities on participants' laptop

The participants are required to bring their own laptop with pre-loaded MS Power Point

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Registration Fee:

Early Bird Fees: Rs. 3,900 plus GST at prevailing rate per participant if the fees are paid on or before early bird date

Regular fees: Rs. 4,900/- plus GST at prevailing rate per participant which includes refreshments, buffet lunch & reference material.

The facility to pay fees after the program date may be provided on payment of additional convenience fees. For further details, please contact our office. Overnight stay arrangement, if any, needs to be managed by participant.

Cheque/Demand draft should be drawn in favour of “**SATVAM Consulting Private Limited**” payable at **Mumbai**. Our Income Tax PAN is AAICS5300G & GST is 27AAICS5300G1ZJ.

Cancellation policy: Fee is non-refundable or non-adjustable in any manner. However, replacement of the participant is allowed in same batch. The company reserves the right to alter the venue, cancel or postpone the program with the limited liability to refund the total fees.

Prior registration for the program is mandatory

Nomination:

Please send nomination along with the cheque & name/contact numbers/ email ids of the participants at the following address

SATVAM Consulting Private Limited – Corporate Training Section

61, Whispering Palms Shopping Centre, Near Oriental Bank of Commerce,

Lokhandwala Township, Akurli Road, Kandivali (East), Mumbai – 400101

Telephone nos.: 022 – 6698 1100/ 6698 1101 (6 Lines) Fax: 022 – 6698 1105

Email: seminar@satvamindia.com / seminar@satvam.com Website: www.satvam.com

Nomination will be confirmed on first come first serve basis on receipt of cheque/DD.

The option to make payment through NEFT available, please contact us for bank details

In-house Training Program:

If you have more than 10 employees to whom this program is relevant, we will conduct customised training programme for your company's staff. Please contact us to work out further details – Email seminar@satvam.com / seminar@satvamindia.com or call 022-66981100.

Our forthcoming programs:

- **Mumbai – February 8, 2018 (Thursday)** – Program on Employee Tax
- **Mumbai – March 13, 2018 (Tuesday)** – Program on Advanced Excel
- **Mumbai April 10, 2018 (Tuesday)** – Program on Effective Credit Control

For complete training calendar & brochure, visit our website www.satvam.com or call on 022-6698 1100 or drop an email at seminar@satvamindia.com or seminar@satvam.com