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Building an Impactful Presentation using Microsoft PowerPoint

Microsoft Office Mastery Series

Online Training

Date: 11-12 May, 2023

Duration, Time: 2 days, 13 hours, 8:30AM – 4:30PM

Instructor: Kelvin Ng Choo Kent



*Terms and conditions apply

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Course Schedule:

Day One – 11 May, 2023

Time	Topic
8:10AM – 8:30AM	Getting ready to start (attendance & logistic briefing)
8:30AM – 10:30 AM	Introduction to PowerPoint Corporate Template - Slide Masters I
10:30AM – 10:45AM	Morning Tea Break
10:45AM – 12:15PM	Corporate Template - Slide Masters II
12:15PM – 1:15PM	Lunch Break
1:15PM – 3;00PM	Slide Contents- Text contents
3:00PM – 3:15PM	Afternoon Tea Break
3:30PM – 4:30PM	Slide Contents- SmartArt & Drawing

Course Schedule:

Day Two – 12 may, 2023

Time	Topic
8:30AM – 10:00AM	Debrief Day 1
10:00AM – 10:30AM	Slide Contents- Pictures
10:30AM – 10:45AM	Morning Tea Break
10:45AM – 12:15PM	Slide Contents- Tables & Charts
12:15PM – 1:15PM	Lunch Break
1:15PM – 3:15PM	Slide Contents- Video & Audio
3:15PM – 3:30PM	Afternoon Tea Break
3:30PM – 4:30PM	Finalising PowerPoint Slides