NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

MICROSOFT POWERPOINT (ADVANCED)

This Advanced Microsoft PowerPoint 2016 training class is for PowerPoint 2016 users who want to build upon their basic skills. Students will use advanced techniques such as working with Masters and Special Effects within their presentations

Venue: Windhoek, NIPAM Campus

Duration: Two (2) Days

Fees: N$ 3 000.00

COURSE LEARNING OUTCOMES

- Create customized presentations with templates
- Add special effects
- Use the slides, notes and handout masters
- Create, edit and import charts
- Manage hyperlinks
- Create custom shows
- Secure and share presentations

For enquiries please contact:
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