NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

MICROSOFT POWERPOINT (BASIC)

This Introduction to PowerPoint 2016 training class is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation

Venue: Windhoek, NIPAM Campus

Duration: Two (2) Days

COURSE LEARNING OUTCOMES

- Start and end a PowerPoint session
- Edit a presentation
- Create different types of slides.
- Use the Outline tab.
- Add Clipart to a slide.
- Format slides and use templates.
- Use the Slide Sorter to reorganize a presentation.
- Apply Tables and Charts to a presentation.
- Print various components of a presentation.

For enquiries please contact:
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