EdIT·C

EDUCATION & INFORMATION TECHNOLOGY CENTRE

The course presents all the necessary tools of PowerPoint in order to create a professional presentation which will captivate your audience throughout.

The course covers the most essential topics for creating and formatting of slides, inserting pictures, sound, movies, SmartArt graphs and tables. It also teaches the use of designs, masters, animation and printing.

Important note: Good knowledge of Word and Excel is essential for successful participation

Microsoft PowerPoint

Code: ED19A02

Duration: 7 hours

Start Date: Tuesday, 05/02/2019

Audience Profile: Candidates who wish to learn the Power-Point tools in order to create a professional presentation

Prerequisites for Participation: Good knowledge of Windows, Word and Excel is essential for successful participation

Training Language: Greek

Training Materials: Step by Step training materials in the Greek/English Language

Course Objectives: Upon completion the participants will be able to:

- Create and format slides using various layouts
- Insert pictures, graphs, tables, movies, SmartArt and Sound
- Apply designs and color scheme
- Modify the masters
- Add animation to the presentation (slide transitions, animation schemes, custom animation)
- Print

Certification: This course prepares for the respective MOS and ECDL Exam

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Venue: EDITC Conference Center,
16 Imvrou Street,
1055 Nicosia

Dates and Times:

Dates	Times
Tuesday, 05/02/2019	08:00—15:45

Participation Cost
The cost includes notes, certificate, one light lunch and coffee breaks.

	Total Cost	HRDA Subsidy	Net Cost
Participation Cost	€135	€0.00	€135
For Unemployed	Please contact us		

Microsoft PowerPoint

Unit1: Introduction
Getting to know PowerPoint
- The Screen
- The commands and how they are organized
- Understanding the Ribbon, Tabs, Groups and Dialog Launcher Buttons
- Moving around
- Using Help
- Adding Text to a slide
- Saving the presentation

Creating a Presentation
- Adding Text
- Adding a new Slide
- Deleting a slide
- Changing the Design

Unit2: Creating a Presentation and Formatting Text
Creating a presentation in Slide Design

Formatting Text
- Using Format Painter
- Changing Line Spacing
- Changing Fonts
- Change Case
- Using Find and Replace
- Spell Checking

Unit3: Adding and Formatting Objects
- Adding text boxes, AutoShapes, SmartArt, Pictures
- Changing Shapes and Size
- Deleting a graphic
- Adding Text in a Shape
- Formatting Objects
- Aligning, Grouping and Rotating objects

Unit4: Adding Movies and Sound
- Adding Sound
- Inserting Movies

Unit5: Inserting Graphs, Tables and Organization Charts
- Creating Graphs
- Formatting 2D and 3D Graphs
- Inserting and formatting tables
- Creating an Organization Chart

Unit6: Creating and Changing Masters
- What are the Masters?
- The predefined Masters and how to change them

Unit7: Preparing Electronic Presentations - Animations
- Slide Transition
- Animation schemes
- Custom animation
- Adding Speaker Notes

Unit8: Preparing for Printing
- Slides
- Notes for the Audience(Handouts)
- Notes for the Speakers (Notes)

Registration Form

Seminar Code: ED119A02— Title: Microsoft Power Point | **Start Date: 05/02/2019**

A. Organization's details (if applicable)

Company/Organization:		Size:	□Small	□Medium	□Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

□Mr □Ms	Name		Surname		
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating in the seminar:					

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
□Fasting □Vegetarian □Vegan

□ They will participate to the seminar more than one participants *(In this case please fill in the second page as well)*

C. Participation Cost

PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)

Please invoice □The participant   □The company   Credit Customer Number (if applicable):

□   Participation Cost: € 135

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

Account Name: EDITC LTD   **Account Number**: 115-01-068696-01
IBAN:CY19 0050 0115 0001 1501 0686 9601   **SWIFT/BIC**:HEBACY2N

D. Terms and conditions for participation on EDITC seminars

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participant (s) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

□**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	

Reasons for participating on the seminar:

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (3)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	

Reasons for participating on the seminar:

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (4)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	

Reasons for participating on the seminar:

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (5)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	

Reasons for participating on the seminar:

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):