

SkillMaster Computer Training

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Microsoft PowerPoint

- Create text, bullet and title charts
- Format text, backgrounds and objects
- Work in various views
- Create organisational charts
- Create graphs
- Create flowcharts
- Design and manipulate graphics
- Create special animation and sound effects
- Create a web page
- Create slide show
- Create Tables
- Create Photo Album
- Work with Diagrams
- Work with WordArt
- Work with Graphs
- Slide Transitions and Animations
- Speaker Notes
- Templates
- Master Slides
- Headers and Footers
- Print Handouts options
- Create Webpage
- Shortcuts
- Copy/Paste/Delete Slides
- Import/Export Word/Excel
- Create PowerPoint Show Files