Microsoft PowerPoint, Outlook and OneNote

DESCRIPTION:

This training provides an opportunity to students to gain knowledge and use most productive tools available in MsPowerPoint for making the presentations effective. Since this is a training package, this also introduces participants to set up an email and to manaage notes using MS OneNote software.

OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- create presentations with specific design theme
- apply animations to objects and transitions to slides
- know techniques for delivering effective presentations
- know how to setup MS Outlook 2010
- send , receive and manage emails in MS Outlook
- schedule meetings in outlook
- add and manage contacts in outlook
- Create and manage Note books with different media elements

OUTLINE:

- Creating new presentations
- Working with existing presentations
- Selecting different themes and layouts
- Using different features in MS PowerPoint
- Delivering a presentation
- Outlook account configuration
- Creating, sending and responding to e-mail messages
- Formatting and personalising messages
- Working with attachments
- Exploring the OneNote user interface
- Archiving data
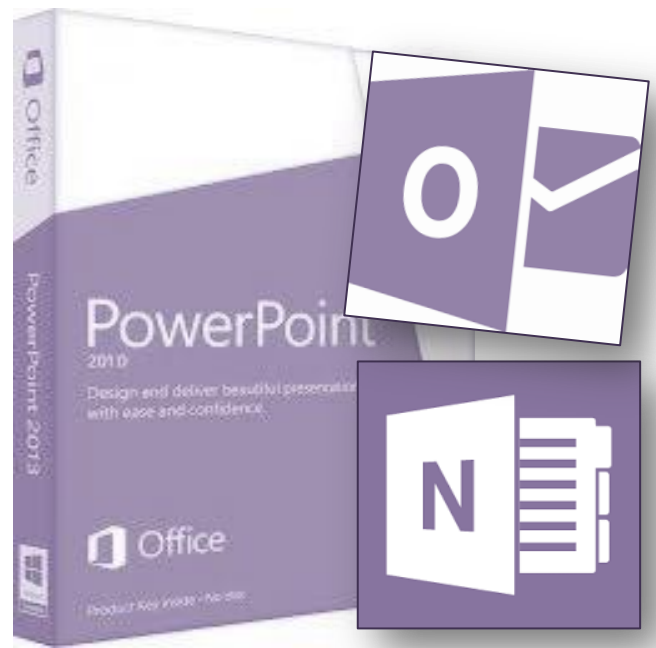
TRAINING CODE:
MSPIT15

DURATION:
15 hours

MODE OF DELIVERY
- group discussions
- practical lab sessions
- peer reviewing
- self-assessing exercises

DESIGNED FOR:
This training package has three software combined. PowerPoint training develops the presentation skills of the staff. Outlook and OneNote teaches how to setup an email and to manage notes.

- Level 2
- Level 3
- Level 4

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