



Sagar Drugs-AMA Computer Centre

Programme on

Microsoft PowerPoint 2010

Sunday, April 22, 2018 • 9.30 a.m. to 1.00 p.m.

at Torrent-AMA Management Centre • Core-AMA Management House
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

About the Programme: Microsoft PowerPoint is a powerful Presentation Program. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes. Anyone can create stunning presentations that look like they were designed by a professional.

For Whom: Teachers; Corporate Trainers; Marketing Executives; Entrepreneurs

Programme Content:

- User Interface of PowerPoint 2010
- Creating Slides
- Formatting Text
- Creating and Formatting Tables
- Creating SmartArt Graphics
- Working with Charts
- Run Slide Show Automatically
- Creating a New Presentation
- Working with Layouts and Slide Masters
- Formatting Paragraphs and Text Boxes
- Drawing and Formatting Objects
- Creating a Photo Album
- Creating Animation Effects and Transitions

FACULTY : Mr. Mehul Shah is having more than 15 years of experience in the field of Accounts, Finance, IT Teaching. An avid user of spreadsheet & Tally, he successfully implemented ERP in an Educational Institute. He has 3 years of experience in a KPO (Accounts & Finance) where he managed around 100 people.

FEE : Rs.750/- per person (Including GST). Participation limited to 20 persons. Fees include course fee, cost of reading materials and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association'.

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Registration Form: Please fill-in and return this form along with participation fee to :

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Phone: 079-26308602-5 • **Mobile:** 9537407187, 7069940917, 7203030990

E-mail: ama@amaindia.org • **Website:** www.amaindia.org

Android Mobile App: AMA-Ahmedabad amalndia.org

Name(s)	Designation
1.	
2.	
Organisation:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	<input type="text"/>