



Sagar Drugs-AMA Computer Centre

Microsoft PowerPoint 2013

Saturday, December 29, 2018

9.30 a.m. to 5.00 p.m.

Venue: Torrent-AMA Management Centre, Core-AMA Management House
AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad

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:

Session 1 : User Interface of PowerPoint 2013; Creating a New Presentation; Working with Templates; Creating Slides; Adding Speaker Notes

Session 2 : Working with Layouts and Slide Masters; Working with Text; Working with Tables; Working with Charts; Working with Objects; Working with SmartArt Graphics; Working with Pictures; Working with Video

Session 3 : Creating a Photo Album; Importing and exporting between Word & PowerPoint; Working with Shapes; Inserting Hyperlinks; Working with Sound; Printing a Presentation

Session 4 : Transitions and Animation; Run Slide Show Automatically; Creating Interactive Slide Shows

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.2000/- per person (Including GST). Participation limited to 20 persons. Fees include course fee, cost of reading materials, lunch 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"/>