This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Microsoft PowerPoint Advanced Course

This comprehensive PowerPoint Advanced MAC 2011 Course builds on the grounding which was learnt in the PowerPoint MAC Essentials and Intermediate 2011 courses.

The PowerPoint Advanced 2011 MAC course covers some of the more advanced features and functions of PowerPoint MAC 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 PowerPoint Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formula.

This course will prepare the delegate for more advanced PowerPoint MAC 2011 courses. The delegate receives a PowerPoint Advanced 2011 MAC manual and an electronic attendance certificate on completion of the PowerPoint Advanced 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

Spell checking a presentation	Arranging objects
Selecting objects	Bringing an object forward
Selecting multiple objects	Sending an object back
Selecting all objects	Grouping multiple objects
Moving objects	Aligning multiple objects
Copying objects	Rotating objects
Using the office clipboard	Deleting objects
Clipboard options	Oops! Undeleting
Resizing objects	Redoing an action

TOC Continue…

TOC Continue…

OFFSITE, OUR VENUE, prices from R 2295 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
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(MS Project)

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Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

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