



Working Smart with PowerPoint 如何使用 PowerPoint 提高你的工作效率

目标与内容 Objectives and Content

Learning Efficiency Tips for PowerPoint
Working with Themes and Slide Masters
Working with Graphics, Tables and Charts
Working with Animations and Multimedia
Customising Advanced Slide Shows

学习 PowerPoint 中让你事半功倍的小技巧
学会设置 PowerPoint 主题和母版
学会编辑图形、表格和图表
掌握 PowerPoint 多媒体和动画功能
定制 PowerPoint 的放映

参加对象 Target Group

This course is designed for people with basic understanding of PowerPoint and hope to be more skilful in creating slideshows.

本课程适合已能初步应用 PowerPoint，希望进一步提高制作水平的各类人员。

日期 Schedule in 2019

January 16-17
May 13-14
August 5-6
November 11-12

价格 Price

Members:
RMB 2000
Non-members:
RMB 2200

Fee includes lectures, course materials and lunch.

包括会务，资料费，午餐费。

语言 Language

Chinese 中文

大纲 Outline

- Inserting, Formatting and Editing text
- Beautifying images
- Working with SmartArt
- Editing Graphic Object
- Drawing Flow Charts
- Viewing and Managing Slides
- Running a Slide Show
- Working with Multimedia and Animations
- Working Slide Masters and Themes
- Working with Tables and Charts
- Sharing Information with other Office Application
- Making Your Slide Shows Unique
- 文本的插入与编辑技巧
- 图片美化处理技巧
- 使用 SmartArt
- 图形对象的编辑技巧
- 绘制流程图实例
- 幻灯片的视图与管理
- 幻灯片放映
- 多媒体与动画的使用
- 母版和主题的使用
- 表格和图表操作
- Office 的信息共享
- 创建与众不同的放映效果

培训顾问 Trainers

The VenusTrain Instructor Team:

VenusTrain, established in 1993, is dedicated to providing target-oriented computer training services to many multinational enterprises, such as Siemens, GM, Volkswagen, Dell, Roche, etc.

The instructors of VenusTrain are not only experts in computer technology, but, most importantly, they are also good at communicating and willing to share their knowledge with trainees. They pay close attention to improve trainee's ability of applying computer skills to practical work.

The instructors have benefited many clients and, therefore, they have been popularly recognised and trusted.