



Computer Skills Training

CST-08-MPP1

Course Title

Microsoft PowerPoint 2003 Level-1

Course Duration

½ Day (3hrs)

Pre-Requisite

Familiar with using computer and has a basic skills of using Microsoft Office applications. Candidate should have Equal Skills or equivalent qualification.

Course Content

- First Steps with Presentations
- Using Presentation Views
- Applying Design Templates
- Basic Text & Images insertion

Certification

OPS Certification of PowerPoint Application

Minimum Delegates Per Course

3

Course Commencing

Available on request

Provider

OPS International Ltd, Manchester

Other Courses

Production Process

Electrical Training

Mechanical Training

Planning & Control

Instrumentation

Driver Training

Health & Safety

English Language Course



Cert No. 6157

MANCHESTER OFFICE:

Suite 6D, Brook House
Spring Gardens
Manchester
UK
M2 2BQ
Tel: 0044 161 228 7019
Fax: 0044 161 235 0640

LIBYA OFFICE:

Balad Al Walid Street
Hay Al Andlus
P.O.Box 2237
Tripoli, Libya
Tel: 00218 21 477 1801 / 3897
Fax: 00218 21 478 0905
www.opsint.com