



Computer Skills Training

CST-08-MPP2

Course Title

Microsoft PowerPoint 2003 Level-2

Course Duration

1 Day

Pre-Requisite

Candidate must have experience of using powerpoint application and should be able to use the application confidently. Delegates can obtain this level by taking our Microsoft PowerPoint 2003 Level-1 course

Course Content

- Text Formatting & Importing Images
- Organisation Charts
- Graph Drawn Objects
- Slide Show Effects
- Preparation & Printing

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

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