TITLE	COURSE DETAILS
Microsoft Powerpoint	• Learning to modify presentation themes. • Analyzing formatting techniques and presentation styles • Working with text, themes, and styles along with creating charts and tables. • Inserting media clips and animation • Learning use of macros, customize, package and publish your presentation • Creating and manipulating simple slide shows with outlines and notes. • Use design layouts and templates for presentations. • Work with Master Slides and applying animated special effects • Set up slide shows and rehearse timings for your slides • Collaborate using social media and PowerPoint together
Microsoft Publisher	• Get familiar with the Microsoft Publisher environment and start working on a publication • Modify the layout and structure of a publication • Format text in a publication • Understanding layout guides • Edit the contents in a publication • Creation of Master Pages • Acquiring knowledge on format graphics in a publication • Prepare a publication for distribution