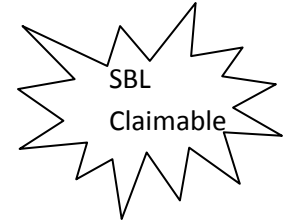




Get Excited about Microsoft Office Powerpoint 2007 BASIC



**REGISTER AND LEARN HOW TO
USE THE POWERFUL TOOLS OF
MICROSOFT POWERPOINT!!!!
LIMITED TO 20 PAX PER CLASS**



Microsoft Powerpoint is a hands-on course that teaches participants to explore the Powerpoint environment and create a new presentation, able to add tables and charts to a presentation to present data in a structured form

This workshop will begin with the basic tools, organize, analyze, and formatting the data.

These classes simplify existing features and offer new tools that will help you work faster and smarter, offering better collaboration capabilities, as well as comprehensive tools for creating graphics, slides, illustrations, charts.

For CEO, MD, Managers, Marketing Executives, Secretaries, and those who are interested!!!!

Class Dates: 22 May, 2010

Time: 9.00 am – 5.00 pm

Location: WISMA SFFLA (LUNCH AND TEA BREAK PROVIDED)

To register for this workshop, please fax the form and fax to Secretariat Office at 03 3167 5243 or email at general@sffla.com

Objectives of the Course

After completing this course, the learner will be able:

1. To use the powerpoint application to create professional looking presentations
2. To create and work with diagrams (tables, charts) and macros for the data presentation.

Course Content

1. Opening and viewing presentations
2. Creating a Presentation
3. Text Editing and Formatting
4. Illustrations
5. Moving, copying and Deleting Slides
6. Slides Shows
7. Printing and Proofing
8. Customising and Compatibility Issues

Registration Form

MS POWERPOINT Basic 22 May, 2010 (Saturday)

Yes! Please register the following delegate(s) for the course.

Name :(Dr/Mr/Mrs):

Title:

Name:(Dr/Mr/Mrs):

Title:

Organisation:

Address:

.....

.....

Nature of Business:

HRDF Claimable: Yes / No

Contact Person:

Tel No.: Fax:.....

E-mail:

Please photocopy for more delegates

Methods of payment

Please send crossed-cheque or bank draft payable to:

Selangor Freight Forwarders and Logistics Association
Wisma SFFLA, No 23, Jln Cemerlang, 42000 Port Klang.

Enclosed is our cheque for RM

Cheque No:

COURSE REGISTRATION INFORMATION

Course Fee:

Member: RM 100.00

Non-Member Fee: RM 135.00

Important Notice:

Members must not be defaulter in payment of subscription fees.

Payment is required with registration and must be received prior to the commencement course to guarantee your place.

Cancellation & Transfers

A substitute is acceptable at no extra charge. Please provide the name and designation of the substitute delegate at least 2 working days before the course.

The organiser reserves the right to make amendments and/or changes to the programme owing to unforeseen circumstances.

Course Venue and Information

WISMA SFFLA

23, Jalan Cemerlang

42000, Port Klang

Courses will be conducted from at 6.30 pm – 9.30 pm

About the Organiser

SFFLA is the sole state body representing Selangor Freight Forwarders involving in all modes of transport and logistics including multimodal transport operators and ancillary freight forwarding service and Customs brokers.

SFFLA strongly believes in education and training particularly with Vision 2020. SFFLA also offer various short courses, talks, seminars, workshops, and conferences for the benefits of member and non-members.

