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× **INFOCAN EVENTS**
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Optimise with PowerPoint:
Speed Up, Simplify, Save Time

By optimising how you use PowerPoint, this training empowers you to focus on delivering results. Whether you're creating client proposals, internal reports, or team updates, this training ensures you'll work smarter—not harder.

This course is designed to be completed in one day.

Upon completion of this course, participants will be able to:
- Eliminate repetitive work and ensure consistency by using PowerPoint Slide Masters and data automation and linking.
- Minimise oversights and human errors by implementing reviewing and proofreading tools, along with shortcuts and time-saving tools.
- Enhance presentation quality and visual appeal by applying PowerPoint templates.

Key Topics
- Maximising productivity with advanced PowerPoint features to save time and reduce repetitive tasks.
- Boosting efficiency with automation techniques and reusable elements to speed up the slide creation and modification process.
- Achieving professional results by ensuring outputs are consistent, polished, and aligned with corporate branding.

Prerequisites
- Learners should be familiar working in Microsoft Office, including PowerPoint and Excel.
- This course is intended for HR and marketing professionals.