

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

# IKUSASA

CNC TRAINING CENTRE

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# MICROSOFT POWERPOINT ADVANCED

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# MICROSOFT COURSES

## PowerPoint Advanced

**Requirements:** An understanding of the English language as well as a basic understanding of Windows 7 or 10 and PowerPoint 365

**Duration:** 1 Day (Available Upon Request)

**Time:** 08:30 - 16:00

**Inclusions:** Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

### OVERVIEW

This course takes the learner into the advanced features of PowerPoint. They will learn some advanced formatting techniques, how to create and edit Slide Masters, apply advanced animations and transitions, re-tune audio and video, and use some advanced presentation tools.

The course consists of 1 day in-class where we cover the following but is not limited to:

#### 1. Advanced formatting

- The Selection Pane
- Formatting pictures
- The Format pane

#### 2. Working with slide masters

- About slide masters
- Slide Master view
- The Slide Master tab
- Themes, colours, fonts and effects
- Format the Slide Master
- Add Slide Masters

- Change the Notes master
- Setting up a new design template
- Save a slide master as a design template

### **3. Slide animations and transitions**

- Work with animations
- Add, edit and remove slide transitions
- Insert, edit and remove hyperlinks
- Work with action buttons

### **4. Fine-tuning audio and video clips**

- Work with audio
- Work with video
- Compress media in a presentation

### **5. Setting up and presenting a slide show**

- Present a slide show
- The Slide Show tab
- Slide show tools
- Presenter view
- Set up a custom slide show
- Turn your slide show into a self-running
- Broadcast a slide show online

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