



## Training Course Information Form

### Course Information

**Course Name:** MS-Power Point Program  
**Institute/Centre:** Port Training Institute      **Course Code:** C17  
**Type:**  Program     Course     Workshop  
**Course Duration:**  5 Days     3 Days     1 Days     Other  
**Course Conducted:**  Local     International    Indicate: A.R.E  
**Course Venue:** Anywhere  
**Course Language:**  English     Arabic     Both     Other

### Course Description

#### Course Outlines:

1. Introduction to MS-Power Point.
2. Program main functions.
3. Choosing slide types and backgrounds.
4. Inserting Charts and Animations.
5. Time tuning.
6. Practical Applications.

#### Course Objectives:

- Learn to present you reports and summaries of projects through slides and graphical animations.

**Course Includes:**  Theoretical     Fire Training Module     Laboratory  
 Workshop     Site Visit

**Course Prerequisites:** Windows Operating System

**Who Should Attend:** Personnel of Planning, Secretary, Marketing and Project Management Administration

**No. of Participants/Course:**  5-10     10-15    15-20     Other

#### Qualifications of Participants:

- Intermediate Degree (minimum).

**No. of Lecturer:**  1     2     5

**No. of Assistance:**  1     2     3

**Course Facilities**

- White Board     V. Projector     Data Show     PC     Manual  
 Books     Handouts     Flip Charts     S/W     Other

**Course Evaluation**

- Written Examination     Written Report(s)     Oral Presentation     Attendance  
 Delegates Participation

**Certificate Issue:**

- Local Premises     AASTMT     International

**Course Registration**

- Admission and Registration

Department at the Port

**Registration:**

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

**Documents Required:**

Registration Form

ID/Passport Copy

Photo