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# A complete training PPT courseware





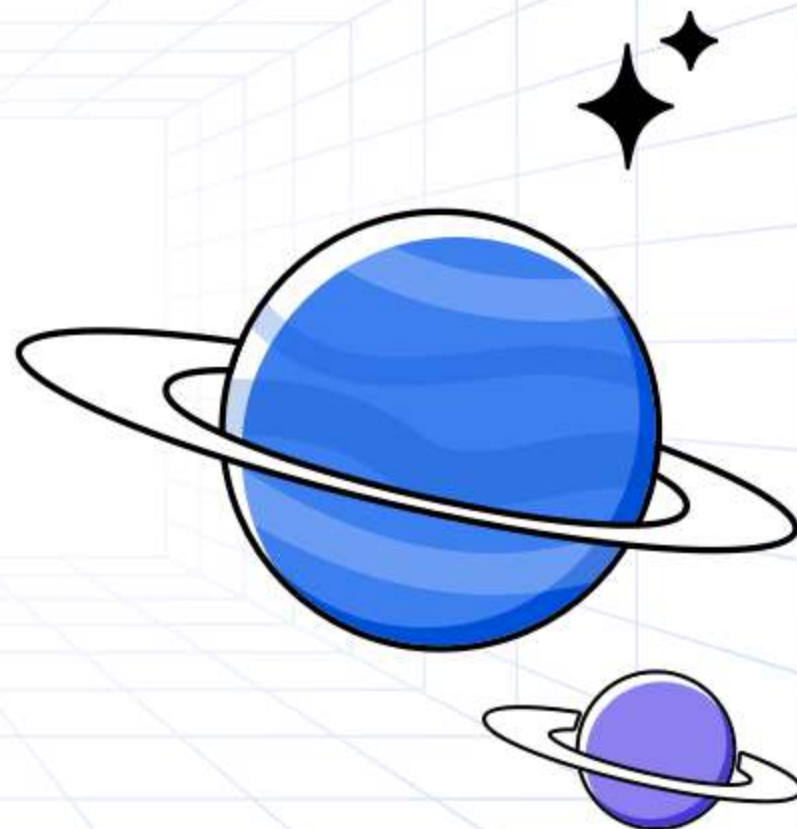
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01

# Training Introduction







# Training objectives



Train students to master basic knowledge and skills: Through training, students will master the basic knowledge and skills of PPT production, including slide production, animation design, chart drawing, etc.



Improving the presentation and expression abilities of trainees: The training aims to enhance their presentation and expression abilities, enabling them to better showcase their ideas and viewpoints, and improve communication effectiveness.



Cultivate innovative thinking among students: Through training, stimulate their innovative thinking and enable them to create more creative and personalized PPT works.





# Training content



## Basic knowledge of PPT

Introduce the basic concepts, interface layout, common functions, etc. of PPT to help students quickly get started.



## Slide making skills

Explain how to create high-quality slides, including text layout, image processing, and table applications.



## Animation Design

Introduce the basic principles and techniques of PPT animation, enabling students to create lively and interesting animation effects.



## Chart Drawing

Explain how to draw various types of charts, including bar charts, line charts, pie charts, etc., to enable students to better present data.

# Training methods



## **Theoretical explanation**

Through detailed explanations and demonstrations, students can understand the basic knowledge and common functions of PPTs.

## **Practical Exercise**

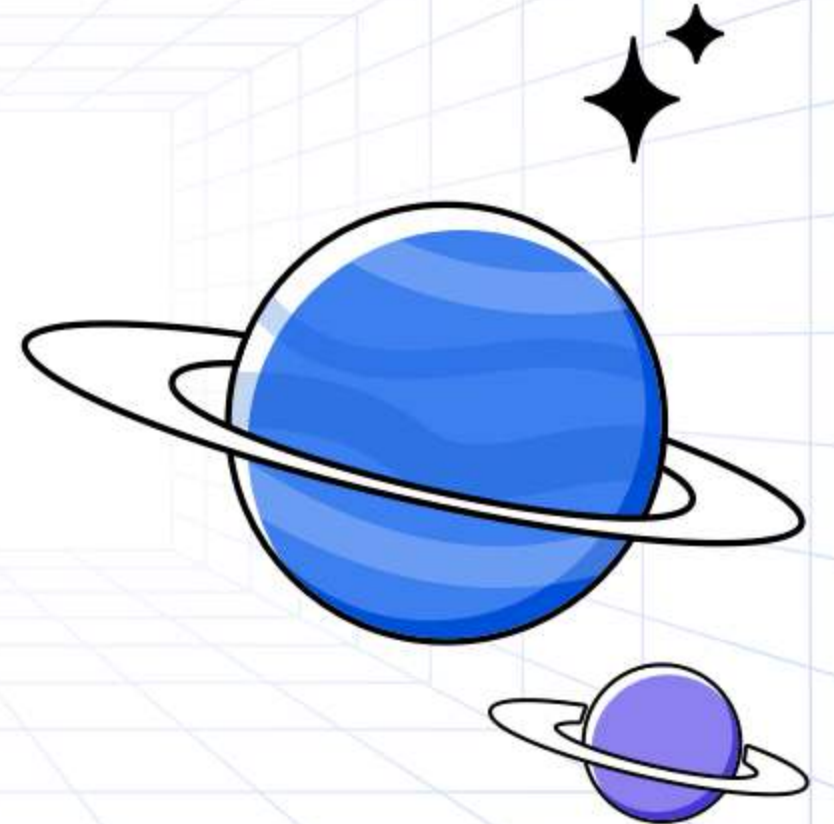
Through case analysis and practical exercises, students will master the practical application skills of PPT.

## **Interactive discussion**

Encourage students to ask questions and exchange experiences, promote interaction between students, and improve learning outcomes.

02

# Basic English knowledge





# Vocabulary learning

## Summary

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Mastering basic vocabulary is the first step in learning English and also the key to improving English proficiency.

## Detailed description

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It is recommended that learners accumulate vocabulary through various means, such as reading English original works, listening training, word cards, etc., while paying attention to the scientific use of vocabulary and memory methods.





# Grammar comprehension

## Summary

Grammar is the rule of the English language, and mastering grammar is crucial for improving English proficiency and language expression ability.

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## Detailed description

Learners need to systematically learn grammar knowledge, consolidate grammar rules through extensive reading and writing exercises, and be good at summarizing and summarizing the rules and characteristics of grammar.

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# Reading skill

## 要点一

### Summary

Reading is an effective way to acquire knowledge and improve language proficiency, and good reading habits and skills are crucial for English learning.

## 要点二

### Detailed description

It is recommended that learners choose reading materials that are suitable for themselves, such as English original works, news reports, popular science articles, etc. At the same time, they should pay attention to reading speed and accuracy of understanding, and cultivate good reading habits and skills.



# Writing skills

## Summary

Writing is an important way of English output, and good writing skills can improve learners' language expression ability.



## Detailed description

Learners need to improve their expression skills through writing exercises, such as writing diaries, essays, emails, etc. At the same time, they should pay attention to the accuracy of language and the fluency of expression, as well as the structure and logic of the article.

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