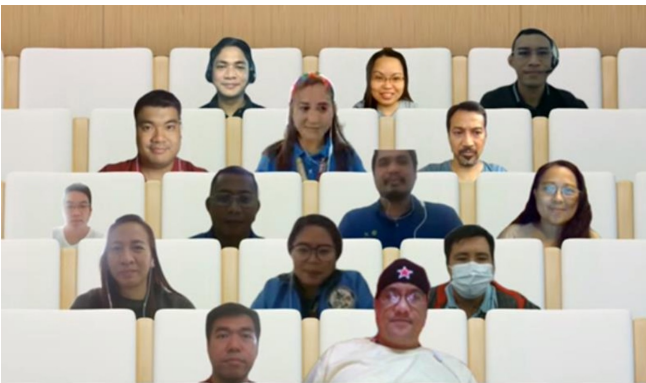# About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants– no intermediary parties who just add costs to the training delivery.

- **Other courses offered:**

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training

- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training

- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

Just some of our Clients:

We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati

Outline
Advanced MS PowerPoint: Infographics and Animation

This training includes a thorough review of the intermediate to advanced skills in creating efficient presentations using MS PowerPoint.   This training focuses on the technical how-to's of the tool, while at the same time showing how presentations can be made more appealing with the use of animation and "infographic-like" slides.

- Using PowerPoint's Different Views
    - Efficient Slide Formatting using the Slide Master View
    - Outline View and Slide Sorter

- Adding and Modifying MS PowerPoint Objects
    - Texts
        - Automatic Text Reformatting
        - Troubleshooting Font Issues
    - Images
        - Review of Image Editing Tools
        - Modifying Images using Remove Background Tool
        - Using the Selection Pane
        - Using Shapes to Enhance Slide Design
    - Inserting Audio and Video

- Adding Diagrams, and Charts
    - Creating Diagrams using SmartArt
    - Creating Charts to Present Data
        - Charts in PowerPoint
        - Linking Charts from MS Excel

- Animation and Slide Transition
    - Review of Animation Types and the Animation Pane
    - Special Animations
        - Animation Timing
        - Animating Charts
        - Creating Meaningful Animation
    - Slide Transitions

- Special Tasks
    - Making Presentations Interactive using Hyperlinks
    - Creating Infographics: Making Your Presentations Appealing
    - Creating Custom Slide Shows to Create "Subpresentations"
    - Presentation Technical Tips