

Course: Introduction to Powerpoint

Duration: Two day workshop



Course covers the following topics:

- Getting Started
- Create and manage Presentations
- Structure Presentation
- Create basic charts and tables
- Enhance Presentations
- Review Presentations
- Run Presentations
- Publish Presentations
- PowerPoint Options

Adobe

InDesign

Captivate

PhotoShop

Illustrator

At completion of the course students will be able to:

Understand the basics of creating effective & engaging electronic presentations
Graphic Design Principles to enhance your presentations
Setting up preferences
Create and save a simple electronic presentation
Navigate efficiently using keyboard shortcuts and the mouse
Use proofing tools
Customise PowerPoint settings
Cut, copy and paste slides
Move slides
Insert Images
Insert Video
Insert Audio
Insert Charts and change chart styles
Insert Tables and format table settings
Add animation
Run a Slideshow
Set Timings for a slide/s
Output

All students receive:

A Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
Free luncheon voucher
Unlimited Telephone Support
Additional onsite support at a cost effective rate to suit specific

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