

Microsoft PowerPoint Essentials

BSBITU302 - Create electronic presentations
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

Three half days

Cost

\$475 GST-free
Includes training manual

Prerequisite

Experience with Microsoft Windows and use of a mouse.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the trainee to effectively use PowerPoint.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to trainees upon completion of training session.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of PowerPoint.

CONTENT

Getting Started with PowerPoint

- Start PowerPoint
- PowerPoint Environment
- Opening a Presentation
- Working with Menus
- Working with Toolbars
- Navigating around a Presentation
- Presentation Views
- Working with the Normal View
- Closing Presentations
- Returning to Previous Presentations

Setting up a Presentation

- Creating a New Presentation
- Presentation Settings
- Entering Information
- Inserting a New Slide
- Saving the Presentation
- Checking your Spelling
- Working with Placeholders
- Undo Changes
- Applying Slide Layouts
- Working with Slides
- Using Outline View
- Hiding Slides

Clip Art

- Inserting, Resizing, Modifying and Rotating Clip Art
- Modifying Elements of Clip Art
- Perusing Your Clips
- Pasting from the Clipboard

Drawing Objects

- Drawing Tools
- Arrows and Lines
- AutoShapes
- Creating Flowcharts
- Grouping Objects
- Layering Objects

Slide Masters

- Using Master Slides
- Viewing the Slide Masters
- Modifying the Master Font
- Modifying the Bullet Colour
- Changing the Bullet Shape
- Adding a Logo
- Adding Slide Numbers

Slide Show Navigation

- Adding Speaker Notes
- Creating a Summary Slide
- Removing Slide Numbers
- Using Hyperlinks
- Presenting a Slideshow

Animation

- Animation Schemes
- Custom Text Animation
- Custom Object Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

Printing & Publishing

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts and Notes Pages
- Printing the Outline
- Printing for Overhead Transparencies
- Web Page Preview
- Publish as Web Pages

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*Course content and delivery sequence subject to change without notice.
For more up to date course outline, contact us closer to your course date.*



NATIONALLY RECOGNISED
TRAINING

For bookings contact us on:

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CONTENT (continued)

Templates and Colour Schemes

- About Templates & Colour Schemes
- Creating a Blank Presentation
- Changing the Colour Scheme
- Adding Graphics
- Customising Bullets and Text Layout
- Creating a Template
- Creating a Greyscale Colour Scheme
- Using the Customised Template
- Background Colours

Media and Action Buttons

- Inserting a Movie Clip
- Inserting Sounds
- Using Action Buttons
- Creating AutoShape Action Buttons
- Testing Action Buttons

Tables and Diagrams

- Creating a Table
- Charts
- Creating and Modifying Charts
- Creating and Modifying Organization Charts
- The Diagram Gallery
- Creating a Diagram
- Excel Spreadsheets

Preparing to Present

- Presentation Tips
- Viewing the Slide Show
- Record Timings

Using Help

- Microsoft PowerPoint Help
- Searching Help
- Enabling/Disabling Online Content
- Disabling the Office Assistant

COURSE OUTLINE

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