Microsoft PowerPoint – Intro to Advanced

Aim of Program	This session will cover all of the necessary components to creating a presentation in PowerPoint. This course is designed to give a thorough introduction to the basic skills needed to use PowerPoint effectively, right through to creating and developing animations, adding images, drawing shapes, WordArt, SmartArt and adding in sounds and movies. Participants will also learn how to use the master view to add and edit features common to all slides and will be able to rehearse and produce very effective presentations.
Program Structure	In this session, participants will learn to: ▸ Start up Microsoft PowerPoint on your computer ▸ Understand the concept of a presentation (e.g. slides, the slide layout, etc) ▸ Move around your presentation ▸ Enter data into the presentation ▸ Format your presentation (e.g. altering the layout of the slide and adding a background design theme) ▸ Insert pictures from the clipart gallery ▸ Insert pictures from a scanned file or from the internet ▸ Learn the cut, copy and paste feature ▸ Create a simple chart/graph in PowerPoint ▸ Print a presentation ▸ Rearrange your slide order or delete slides from your presentation ▸ Create basic animation into your presentation ▸ Run your presentation as a slide show ▸ Add basic shapes into your slides ▸ Work with master slides in PowerPoint ▸ Create a PowerPoint template ▸ Use the Outline view in PowerPoint effectively ▸ Use the Slide Transition feature ▸ Create special effects to your slides ▸ Create hyperlinks ▸ Run your slides continuously ▸ Insert slides from other presentations and hide your slides from your presentation ▸ Use the Custom Feature show ▸ Print handouts on your presentation ▸ Use PowerPoint as a Photo Album ▸ Use the SmartArt Graphics ▸ Insert movies into your presentation ▸ Insert sounds into your presentation ▸ Copy slides from another presentation
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 Day: 9:30am - 4:00pm

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CENTRE FOR EDUCATION
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Pre-requisite	It is recommended that participants attending this session have attended the Computers - Introduction session or have a strong knowledge on using the mouse and the Windows environment.
Facilitator	Andrew Chong, SATT Simple as that Training
Program Dates, Registration & Fee	Go to link below for **Program Dates**, **Course Registration** and **Course Fees**: http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

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