

INTRODUCTION TO MICROSOFT POWERPOINT COURSE OUTLINE

Pre-requisites

Participants should be familiar with the Windows environment and be able to use a mouse.

Objectives

At the completion of this course participants will be able to:-

- use the AutoContent Wizards to create slides in a presentation
- change the views of a presentation
- apply templates to a presentation
- insert and edit pictures
- move & copy frames between slides
- use colour schemes in slides
- create a presentation based upon a given scenario
- run an automatic slide show

Duration

One Day - 9am-4pm

Please complete the Self Assessment Questionnaire following if you are unsure as to which level you need to attend. Eg: Introduction or Advanced



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Pre-Course Self Assessment Microsoft PowerPoint

The information provided will assist us in assessing the level of the Microsoft PowerPoint training course suited to your requirements. If you need any assistance in deciding on which course to attend, you can email this form back to us as an attachment to support@caman.com.au or alternatively you can print it out and fax it back to us on (08) 9470 9955.

Name: _____

Do you currently use a Microsoft PowerPoint? **Yes** **No**

What tasks do you currently use Microsoft PowerPoint for?

Which Tasks Can You Perform Proficiently:

	Tick if Can Do	Do You Need to be able to?	
		Yes	No
Introduction			
Use the AutoContent Wizards to create slides in a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change the views of a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply templates to a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert and Edit the pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move and Copy frames between slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use colour schemes in slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a presentation based upon a given scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use transitions and builds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced			
Create a presentation using text and graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the drawing tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Charts, Spreadsheets and other objects into a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link data into a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the presentation wizards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Apply templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Edit Masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Sounds & Movies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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