



Microsoft PowerPoint

PowerPoint is an essential tool for presenters and trainers. Learn how to use this industry standard package with confidence to create professional, dynamic presentations complete with sound and animations, based on a practical learning experience. Beyond simply operating the software, you will learn the techniques for preparing, planning and producing the sort of stylish and successful multimedia presentations that impress, along with tips for presentation.

Designed for

Anybody who needs to produce screen-based presentations or visual handouts for any purpose (education, training, business, or as a hobby) to present in person, display on the web or send via email.

Course outcomes & benefits

Use the software with confidence to produce and deliver presentations in a variety of formats suitable for a variety of audiences, applying sound work practices and presentation techniques.

Course content

- PowerPoint 2007 overview and introduction
- Planning, preparing and delivering your presentation
- Creating, building, saving and styling your presentation.
- Animations and Transitions
- Printing, packaging and setting up the slide show.
- Audience handouts and speaker notes
- Creating a screen based photo album.
- PowerPoint 2007 overview and introduction

Duration & course dates

1 day 25 May or 24 September

Investment

\$375

Assessment

There is no assessment on this course.

Location

Level 2, 12-22 Rothschild Avenue, Rosebery NSW 2018

Program code POW

LEARN4LIFE

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