

MICROSOFT POWERPOINT

2010 - LEVEL 1



Target Audience	For people who are keen to learn how to create presentations.
Overview	This course aims to give participants the skills and knowledge to create real-world presentations. Learn how to run a slide show, print and publish presentations.
Content	<ul style="list-style-type: none"> • Work with the basic features of PowerPoint • Work with a presentation • Create a new presentation • Work with the various slide layouts • Insert text onto a slide and apply basic formatting • Create and work with SmartArt graphics • Draw and format shapes • Navigate a slideshow • Use a range of printing techniques • Find the information you need in Help
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	\$330 (incl GST) per participant (includes training manual)
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	<p>Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au</p>

Contact us to discuss how this course can be customised for your organisation's needs