

MICROSOFT POWERPOINT

2010 - LEVEL 2



Target Audience	For people who are interested in broadening their understanding and knowledge of the software. It is ideal for people who work in areas where effective presentation of information is important.
Overview	This course aims to provide participants with the ability to build and enhance powerful, real-world presentations for all occasions. Learn how to enhance text in a presentation, add media features, setup a slide show, and more.
Content	<ul style="list-style-type: none"> • Create and work with tables • Create and work with charts • Insert and edit images • Edit inserted images • Create animations in a presentation • Insert video and sound clips, and work with action buttons • Create and work effectively with themes • View and modify slide masters • Create and use custom templates • Set up a presentation for the required presentation mode • Save and share your presentation in different formats
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