PowerPoint

National Competency Standard (ICT):
BSBITU302 Create electronic presentations

Course Objectives

Upon completion of this course attendees will be able to design, produce and deliver effective presentations.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

1 Day).

Course Outcomes

1. List the factors to consider to achieve a successful presentation.
2. Use the templates supplied with PowerPoint.
3. Create a variety of slide layouts incorporating text and graphics.
4. Reorganise a presentation using Slide Sorter view and Outline view.
5. Apply Colour Schemes and Design Templates.
6. Incorporate tables, diagrams and charts into slides.
7. Change a presentation by modifying the Slide Masters.
8. Produce speaker's notes and audience handouts.
9. Give a presentation with slide transitions and slide animations.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

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Course Content

Course Overview
- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

File Management
- Starting PowerPoint
- Creating a New Blank Document
- Saving a Document
- Closing a PowerPoint Document
- Opening an Existing Document
- Using Save As
- Exiting PowerPoint

Getting Started
- Content Templates
- Design Themes
- Existing Presentation
- Blank Presentation
- Adding Slide Content
- Inserting a New Slide

The Slide Show
- Starting the Show
- Navigating within the Show
- Pausing the Show
- Annotations
- Ending the Show
- Using Quick Keys

Working with Text
- Text Placeholders
- Default Placeholder Properties
- Direct Formatting
- AutoFit
- SmartArt

Schemes, Templates, Transitions and Animations
- Themes
- Color Schemes
- Font Schemes
- Slide Transitions
- Animation Schemes
- Custom Animations

Views
- Normal View
- The Outline Panel
- Slide Sorter
- Notes Page

Images, Charts, Tables and Multimedia
- Adding Content to Slides
- Tables
- Charts
- SmartArt
- Pictures
- Clip Art
- Media Clips
- Sounds and Other Multimedia
- Action Buttons

Masters
- Multiple Masters
- Viewing the Masters
- The Slide Master
- The Handout Master
- The Notes Master

Proofing and Printing
- Spell Check
- Printing

Preparing Successful Slides
- A Few Golden Rules
- Achieving a Successful Presentation
- Preparing Successful Slides

Conclusion
- Exercise files
- What Next?