

COURSE DESCRIPTION

The Powerpoint course runs for 8 weeks.

The aim of this course is to acquaint Students with the basics of Powerpoint & Outlook.

This includes using templates to produce and present a slide Show.

The course is “hands on “ (one computer per participant)



68 MILL PARK DRIVE MILLPARK



9404 4565



admin@millparkcommunityhouse.com



www.millparkcommunityhouse.com

Presentations using POWERPOINT



68 MILL PARK DRIVE MILL
PARK

9404 4565
admin@millparkcommunityhouse.com



Adult, Community and
Further Education

Course Outline

In this course you will learn how to:

Create presentations

- Open a presentation package application and create a simple design for a presentation according to organisational requirements

Customise basic settings

- Open and view display to meet user requirements

Format presentations

- Add objects and manipulate to meet presentation purpose

Add slide show effects

- Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation

- Print presentation and notes
- Select appropriate print format for presentation
- Select preferred slide orientation

MATERIALS

All course Materials required will be given on the first session

COURSE TIMES

Operate a Presentation Package Course runs on:

Tuesday afternoon: 1.00pm-3.00pm

COURSE PAYMENTS:

Payment for this course is to be made on enrolment.

Fees: Full Fee—	\$100.00
Concession-	\$80.00

For Enrolment or further
Information please contact

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