



## Intermediate Microsoft PowerPoint 2007/2010



### Course Description

Learn to use the full functionality of PowerPoint adding tables, charts and diagrams to enhance content. Link information from other documents and create personalised templates that reflect topic or purpose.

### Outcomes

Upon successful completion of this course, participants will be able to:

- Add tables, charts, diagrams and organisation charts to a presentation
- Create a photo album
- Build a design template that incorporates a topic or theme
- Add soundtracks and modify sound properties
- Run presentations in different formats

### Prerequisites

Participants wanting to attend this course need to have attended Introduction to PowerPoint or have relevant experience. Please contact u if you are unsure.

<b>Who can attend?</b> ALL HACC staff/volunteers	
<b>Date:</b> Wednesday 23 May, 2012 <b>Time:</b> 9.30-2.00pm	<b>Venue:</b> Level 3, Bowen Library, 669 Anzac Parade, Maroubra Junction 2035
<b>Cost:</b> HACC staff/volunteers \$55 (prices include 10% GST) Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)	
<i>The total training fee will be charged if less than 14 days notice is given of a cancellation.</i>	
<b>Facilitator:</b> Anne-Maree Kerr is the Training Coordinator at TRI Community Exchange and has extensive experience in the provision of IT training to the community sector, businesses and educational institutions. She is involved in coordinating affordable IT training workshops for government agencies, businesses and individuals.	

**Full payment is due at time of booking.**

**Please go to our website to download the booking form**

<http://www.jnc.org.au>

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