

Introduction to Microsoft PowerPoint 2007/2010



Course Description

Participants enrolling in this course will learn how to use Microsoft PowerPoint to create a simple presentation that incorporates text, graphics, animations and sound.

Outcomes

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

- Create a new presentation
- Use templates to create consistency in design and colour
- Use slide layouts, text boxes and auto shapes to add text to your presentation
- Add clip art, graphics and animations to slides
- Add sounds, slide transitions and animation schemes to slides

Prerequisites

No prior knowledge of Microsoft PowerPoint is required to attend this course. It would be advantageous to have a good understanding of basic computing and be comfortable using a mouse.

Who can attend?

ALL HACC staff/volunteers

Date: Thursday 17 May, 2012

Time: 9.30-2.00pm

Venue: Level 3, Bowen Library, 669 Anzac Parade,
Maroubra Junction 2035

Cost: HACC staff/volunteers \$55 (prices include 10% GST)

Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)

The total training fee will be charged if less than 5 working days notice is given of a cancellation.

Facilitator: **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>

Email: vast@jnc.org.au

Phone: 9349 8200 Fax: 9344 7294