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Discover  
yourself...

#### WE SPECIALISE IN

##### NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
  - Administration
  - Sales
  - Record Keeping
  - Frontline Management
- Certificate IV in Business
  - Administration
  - Marketing
  - Human Resources
  - Frontline Management

##### COMPUTER TRAINING

- Microsoft Office
- MYOB

##### PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

#### WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989

- Queensland Owned Family Business

## Computer Training Course Outline

# Microsoft PowerPoint

### TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

### LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

*Training Workshop:* 8 hours

*Customised Training:* 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

### COURSE OBJECTIVE

After completing this course, participants should be able to:

- Operate the keyboard, mouse, and a range of function keys
- Know and use the commands and shortcut menu keys to operate the program efficiently
- Demonstrate a critical approach to the display of documents and variety of formatting methods available
- Perform a variety of desktop publishing procedures to a high standard
- Operate a slide show effectively

### COURSE PRE-REQUISITES

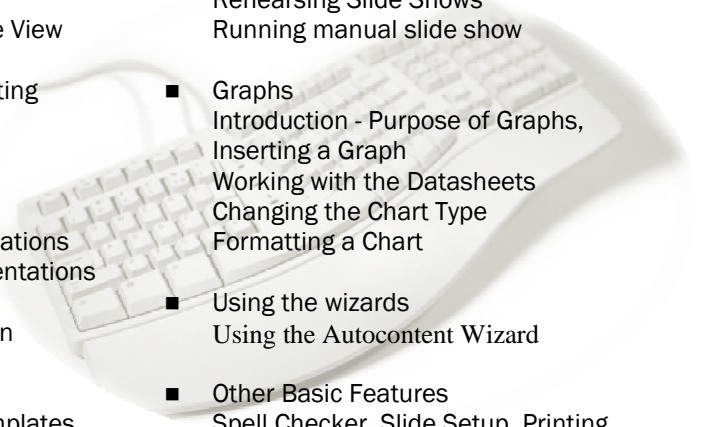
- Basic knowledge of the operating system (such as Windows 98, XP)
- Basic keyboarding skills (minimum 25 words per minute)

#### E-Learning Pre-Requisites:

- PC installed with Windows 98 (2<sup>nd</sup> edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

### COURSE OUTLINE

- Working with PowerPoint
  - Understanding the screen layout
  - Screen Features - Toolbars, Shortcut, Menus, Views - Slide View, Outline View, Slide Sorter View, Notes Pages View, Slide Show View
- Creating a Presentation
  - Inserting slides
  - Re ordering slides, deleting slides
- Editing a Presentation
  - Select, replace, delete, move and copy text
  - Slide Sorter View, Outline View
  - Techniques
  - Moving, editing and deleting placeholders
- File Management
  - Saving a Presentation, Opening Existing Presentations
  - Switching Between Presentations
- Formatting a Presentation
  - Text Formatting
  - Font Commands
  - Changing the Layout Templates
- Introduction to Graphics
  - Drawing objects - using tools, editing, re-sizing, moving, copying, deleting, aligning, rotating and flipping AutoShapes & ClipArt
  - Drawing
- Using Wordart
- Colours and Lines
  - Text Colour Objects - Borders and Lines, Fill Colours – Patterns and Shading
  - Slides - Presentation design, Background
- Running the slide show
  - Rehearsing Slide Shows
  - Running manual slide show
- Graphs
  - Introduction - Purpose of Graphs, Inserting a Graph
  - Working with the Datasheets
  - Changing the Chart Type
  - Formatting a Chart
- Using the wizards
  - Using the Autocontent Wizard
- Other Basic Features
  - Spell Checker, Slide Setup, Printing



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