

Create Electronic Presentations Using Microsoft PowerPoint 2000

General Description	This course aims to increase your productivity by providing the skills and knowledge to create professional electronic presentations.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • start, exit and work within PowerPoint • identify and select the different objects which make up a presentation • create and run a simple presentation using the AutoContent Wizard • plan a PowerPoint slideshow • create slides for displaying text • create and work with slides in outline view • create and work with graphs • use the main formatting features to change the appearance of slides • insert and work with Clip Art and pictures • create a picture with the drawing tools • create and work with a chart in Microsoft Organisation Chart • animate objects and transitions in a presentation • rehearse, set up, run, and compile for distribution an automated presentation • print presentation handouts and slideshows • create a Web page with hyperlinks and action buttons.
Target Audience	This course is intended for people who wish to complete the requirements for the unit BSBADM306A - Create Electronic Presentations.
Prerequisites	This course is designed for participants with little or no knowledge of the software.
Pages	15 chapters, 252 pages, and 32,963 words!
Approx* Duration	98 exercises. Anticipated duration* of 16.3 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice



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