

Microsoft PowerPoint 2000

Module 1

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2000 to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- work with toolbars, menu commands and keyboard shortcuts
- work with chart, tables and text boxes in a presentation
- open, save and close a presentation
- add, edit and import text
- use clipart, tables, charts and organization charts to enhance presentations
- use the drawing tools and animation
- modify the slide master use templates and create custom templates
- print the presentation in a number of ways including slides, transparencies and handouts
- setup and run a slide show
- create hyperlinks to other slide shows or applications
- exit correctly from PowerPoint 2000
- understand the relevant health and safety issues relating to computer usage

Target Audience:

This course is intended for people who wish to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages using PowerPoint 2000.

Prerequisites:

This course is designed for participants with little or no knowledge of the software.

Statistics:

15 chapters, and 133 pages.

Approx* Duration:

100 exercises. Anticipated duration* of 17 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from **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 create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows and web pages.

Resource Sequence:

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** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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Publisher Details

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