



NDA

TRAINING TASMANIA

nurture - develop - achieve

PowerPoint

Course Cost

\$ 350

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBTEC303 – Create electronic presentations

Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Course Objectives

Upon completion of this course attendees will be able to design, produce and deliver effective presentations.

Learning Outcomes

- List the factors to consider to achieve a successful presentation
- Use the templates supplied with PowerPoint
- Create a variety of slide layouts incorporating text and graphics
- Reorganise a presentation using Slide Sorter view and Outline view
- Apply Colour Schemes and Design Templates
- Incorporate tables, diagrams and charts into slides
- Change a presentation by modifying the Slide Masters
- Produce speaker's notes and audience handouts
- Give a presentation with slide transitions and slide animations

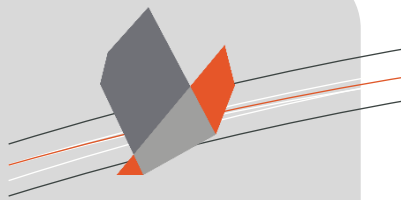
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



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PowerPoint Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Getting Started

- Content Templates
- Design Themes
- Existing Presentation
- Blank Presentation
- Adding Slide Content
- Inserting a New Slide

The Slide Show

- Starting the Show
- Navigating within the Show
- Pausing the Show
- Annotations
- Ending the Show
- Using Quick Keys

Working with Text

- Text Placeholders
- Default Placeholder Properties
- Direct Formatting
- AutoFit
- SmartArt

Schemes, Templates, Transitions and Animations Themes

- Color Schemes
- Font Schemes
- Slide Transitions
- Animation Schemes
- Custom Animations

Views

- Normal View
- The Outline Panel
- Slide Sorter
- Notes Page

Images, Charts, Tables and Multimedia

- Adding Content to Slides
- Tables
- Charts
- SmartArt
- Pictures
- Clip Art
- Media Clips
- Sounds and Other Multimedia
- Action Buttons

Masters

- Multiple Masters
- Viewing the Masters
- The Slide Master
- The Handout Master
- The Notes Master

Proofing and Printing

- Spell Check
- Printing

Preparing Successful Slides

- A Few Golden Rules
- Achieving a Successful Presentation