



**DESCRIPTION**

**Microsoft Powerpoint ~ Hands on Workshop**  
**A hands on computer training session**

It will introduce you to the concepts and techniques associated with effective presentations within the PowerPoint Working with images, graphics and animations

**DURATION**

2 hour Workshop on your premises

**LEARNING OUTCOMES**

**Course Outline**

- Inserting Text
- Working with Images and Graphics
- Using animations
- Converting to a Show



**TEACHING METHOD**

**What will I get?**

- Hands on workshop (computers)
- Workshop Handbook
- Disc to take home

**ASSESSMENT**

Participation in practical exercises 100%

**PRE-REQUISITES**

Using Microsoft Powerpoint

**MATERIALS REQUIRED**

Laptop / desktop computer & Pen

**How do I book?**

Please book to reserve your place by calling **Sue Pejic** on **0419 891 113** and complete mail or email the form below **Booking is essential as places are limited to 8 per session.**

**Microsoft Powerpoint ~ Hands on Workshop**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile \_\_\_\_\_

Website address \_\_\_\_\_

Experience with using Microsoft Outlook \_\_\_\_\_

Please be respectful of your fellow students and arrive on time for class.

