

PowerPoint 2016 Fundamentals

contextualised for schools

COURSE OUTLINE



Target Audience

This course is designed for users who have little or no experience with PowerPoint. It is designed for those who are interested in gaining more confidence creating presentations and learning more about the great tools and functions.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then this course is not suitable for you	Not suitable
If you read through this outline and are familiar with some topics but need to know more, then this is still the right course for you.	Suitable
If you read through this outline and most of it is unknown, then this is the right course for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Overview of the PowerPoint Screen- Creating a new presentation- Applying a theme to your presentation- Saving- New slides- Entering text onto slides- Slide Transitions and Animations- Running a slideshow- Working with text- Master slides	<ul style="list-style-type: none">- Understanding slide layouts- Inserting tables and pictures- Using SmartArt- Working with Shapes- Preparing a presentation in the Slide Sorter view- Adding notes to your slides- Hyperlinks- How to deliver and create brilliant presentations
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Duration

6 hours – 9am to 3:30pm

