

ADULT NIGHT CLASSES



Fact Sheet

PowerPoint Presentations

Today's high-tech audiences are accustomed to high-powered multimedia extravaganzas. Learn how to get your message across and entertain at the same time by using PowerPoint presentations. By using PowerPoint's powerful and flexible features, you can deliver a seamless multimedia experience that wows and captivates your audience.

This course will show you how to produce a collection of colourful slides with a unified design scheme - from flying text to revolving images to words that dissolve before your eyes. You will learn how to build a memorable multimedia experience that drives your message home and energises your audience to act on it.

Content

PowerPoint 2000 overview, a simple presentation, powerpoint concepts, online help text charts, outlining, graphs in powerpoint, formatting slides, clipart and drawing, organisation charts, slide animation and slide shows, tables

Week 1 & 2

Occupational health and safety
Online help to solve operational problems
Familiarisation of interface, menus both popup and dropdown

Week 3

Slide master and title master
Templates and presentation themes

Week 4

Creating a slide show using slide outlining

Week 5

Familiarisation and use of drawing tools and WordArt

Week 6

Inserting graphics, Org charts and MS graphs

Week 7

Create an 8 slide presentation using all knowledge learnt so far

Week 8

Demonstrate their presentation to the entire class in turn
It will be assumed that you have a working understanding of MS Word 2000.

Assessment

This is not a certificate course and there is no formal assessment for this course. Due to the flexible nature of Adult Education classes, parts of the curriculum may be adapted to suit the needs of the class.

A Certificate of Participation may be issued on request.

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Further questions or course advice:
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Note: All classes need a minimum number of students to go ahead. If your class does not have enough students it will be cancelled and you will be informed.

Term 1 – 2009 commences
week beginning February 9th

Term 2 – 2009 commences
week beginning April 27th

Term 3 – 2009 commences
week beginning August 4th

Term 4 – 2009 commences
week beginning October 12th