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Discover
yourself...

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989

- Queensland Owned Family Business

Computer Training Course Outline

Microsoft PowerPoint

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Operate the keyboard, mouse, and a range of function keys
- Know and use the commands and shortcut menu keys to operate the program efficiently
- Demonstrate a critical approach to the display of documents and variety of formatting methods available
- Perform a variety of desktop publishing procedures to a high standard
- Operate a slide show effectively

COURSE PRE-REQUISITES

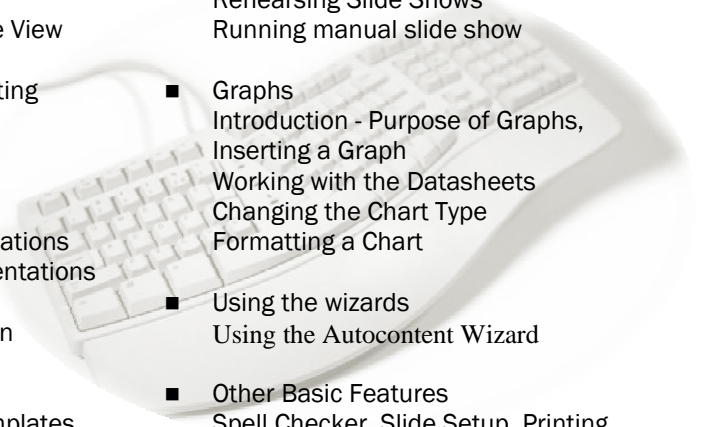
- Basic knowledge of the operating system (such as Windows 98, XP)
- Basic keyboarding skills (minimum 25 words per minute)

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

COURSE OUTLINE

- Working with PowerPoint
 - Understanding the screen layout
 - Screen Features - Toolbars, Shortcut, Menus, Views - Slide View, Outline View, Slide Sorter View, Notes Pages View, Slide Show View
- Creating a Presentation
 - Inserting slides
 - Re ordering slides, deleting slides
- Editing a Presentation
 - Select, replace, delete, move and copy text
 - Slide Sorter View, Outline View
 - Techniques
 - Moving, editing and deleting placeholders
- File Management
 - Saving a Presentation, Opening Existing Presentations
 - Switching Between Presentations
- Formatting a Presentation
 - Text Formatting
 - Font Commands
 - Changing the Layout Templates
- Introduction to Graphics
 - Drawing objects - using tools, editing, re-sizing, moving, copying, deleting, aligning, rotating and flipping AutoShapes & ClipArt
 - Drawing
- Using Wordart
- Colours and Lines
 - Text Colour Objects - Borders and Lines, Fill Colours – Patterns and Shading
 - Slides - Presentation design, Background
- Running the slide show
 - Rehearsing Slide Shows
 - Running manual slide show
- Graphs
 - Introduction - Purpose of Graphs, Inserting a Graph
 - Working with the Datasheets
 - Changing the Chart Type
 - Formatting a Chart
- Using the wizards
 - Using the Autocontent Wizard
- Other Basic Features
 - Spell Checker, Slide Setup, Printing



Learn to suit your lifestyle and work commitments...