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# PowerPoint

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National Competency Standard (BSB07):  
BSBITU302A Create electronic presentations



## Course Objectives

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

## Pre-Requisites

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

## Duration

1 Day.

## Course Outcomes

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

## Optional Assessment

**This is 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 outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

## Course Content

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### File Management

- Starting PowerPoint
- Creating a New Blank Document
- Saving a Document
- Closing a PowerPoint Document
- Opening an Existing Document
- Using Save As
- Exiting PowerPoint

### Getting Started

- AutoContent Wizard
- Design Template
- 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
- Manual Formatting
- Font
- Bullets and Numbering...
- Line Spacing
- Change Case
- Replace Fonts
- AutoFit

### Schemes, Templates, Transitions and Animations

- Color Schemes
- Changing the Color Scheme
- Modifying the color scheme
- Design Templates

- Slide Transitions
- Animation Schemes
- Custom Animations
- Adding Custom Animations
- Animation Settings
- Changing an Animation
- Removing an Animation

## **Views**

- Normal View
- The Outline Panel
- Promoting and Demoting
- Entering Text in Outline View
- Slide Sorter
- Rearranging Slides
- Selecting Multiple Slides
- Deleting Slides
- Copying Slides
- Notes Page

## **Images, Charts, Tables and Multimedia**

- Adding Content to Slides
- Tables
- Charts
- Clip Art
- Pictures
- Diagrams
- Media Clips
- Multimedia from File
- Action Buttons

## **Masters**

- Multiple Masters
- Viewing the Masters
- The Slide Master
- Modifying a Slide Master
- Relinking Slides to the Master
- The Handout Master
- The Notes Master

## **Proofing and Printing**

- Spell Check
- Printing

## **Preparing Successful Slides**

- A Few Golden Rules
- Achieving a Successful Presentation
- Plan
- Prepare
- Practise
- Present
- Preparing Successful Slides