



Present with Impact - PowerPoint

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$350

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email:

bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code:

BSBTEC303 – Create electronic presentations

Course Objectives

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

Learning Outcomes

Getting Started

- Content Templates
- 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
- Direct Formatting
- AutoFit
- SmartArt

Schemes, Templates, Transitions and Animations

- Color Schemes
- Font Schemes
- Slide Transitions
- Animation Schemes
- Custom Animations

Views

- Normal View
- The Outline Panel
- Slide Sorter
- Notes Page

Images, Charts, Tables and Multimedia

- Adding Content to Slides
- Tables
- Charts
- SmartArt
- Pictures
- Clip Art
- Media Clips
- Sounds and Other Multimedia
- Action Buttons

Masters

- Multiple Masters
- Viewing the Masters
- The Slide Master
- The Handout Master
- The Notes Master

Proofing and Printing

- Spell Check
- Printing

Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.