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## PowerPoint Techniques Level 1

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<b>FEE:</b>	\$225.00 + GST		

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### COURSE INFORMATION

#### **PREREQUISITES:**

Basic keyboard and mouse skills are required. Users should be familiar with using programs in a Windows environment.

#### **COURSE DESCRIPTION:**

An introductory course designed to introduce new users to the basic operation of a presentations program using Microsoft PowerPoint 2003

#### **COURSE GOALS:**

Upon completion of this course students will be able to:

- Start PowerPoint 2003
- Use the mouse to make selections
- Create and edit objects
- Insert and edit pictures
- Create, edit and modify presentations
- Save, close and open slide shows
- View slides
- Develop notes for the presentation
- Change the order of the slides
- Print a presentation
- View the presentation
- Deliver a presentation

#### **MAJOR COURSE OBJECTIVES:**

The objective of this course is to teach individuals how to create and present a slide presentation.

#### **COURSE FORMAT:**

Lecture, demonstration, lab time

### COURSE REQUIREMENTS

#### **ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

**QUIZZES:**

N/A

**ASSIGNMENTS:**

In class assignments only

**DETERMINATION OF FINAL MARK:**

N/A

**TEXT AND MATERIALS:**

A manual and data files are provided

**QUIZZES, TERM EXAMS, AND FINAL EXAM:**

N/A

**GRADES ON TRANSCRIPT:**

N/A