



PowerPoint Techniques Level 1

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FEE:	\$300.00 + GST		

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