



## PowerPoint Basics

### **WHY TAKE THIS COURSE?**

Do you have some experience of the computer and want to take those skills further? If you already have some confidence using a computer and have developed some keyboard skills then this course will take you a step further. Would you like to create slide-show using presentation software such as PowerPoint?

### **WHAT ARE THE KEY TOPICS IT WILL COVER?**

You will learn how to launch PowerPoint software and create a multi-slide scrapbook using text and images. You will learn how to use a range of background designs from custom made to design templates. You will learn how to move from slide to slide using various transition effects and also how to build up each slide using various animation effects. You will insert images from ClipArt, Removable Storage, Scanners and/or Camera as well as manipulate them by resizing, repositioning and layering. You will be able to print out your scrapbook and present it to an audience if you wish.

### **WHO WILL THE COURSE SUIT?**

This course is ideal for those who already have some familiarity with a computer but would like to consolidate that knowledge and develop more ICT system awareness. If you wish to develop your own artistic skills in producing a special slide-show whether it be personal or business-like, this course is for you. You must be over 19 years of age.

### **IS THERE A QUALIFICATION AT THE END OF THE COURSE?**

No. There are no formal assessments but you will each be given an Individual Learning Plan on which you will find key objectives for the course. You will be asked if you have any of your own personal learning objectives and your tutor will try to accommodate these topics if at all possible. We will ask you to review your learning to make sure that everything on the course is meeting your expectations. This will also enable you to access more advanced courses.

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