

# POWP101

Microsoft PowerPoint Essentials



Aged Care



Child Care



Disability Care



Home Care

## Develop your confidence in navigating your way around Microsoft PowerPoint

PowerPoint is an incredibly powerful tool that can be utilised for multiple purposes. Its incredible functionality means there are lots of options available and therefore lots of menus that can make navigating through PowerPoint very daunting. Our POWP101 webinar aims to simplify PowerPoint for you and make you comfortable navigating your way around. Get hands on experience in creating your own custom slideshow with one of our incredible instructors.

### Course Outline:

- Navigate your way around Microsoft PowerPoint
- Developing a PowerPoint presentation
- Performing advanced text editing operations
- Adding graphical elements to your presentation
- Modifying objects in your presentation
- Adding tables to your presentation
- Adding charts to your presentation
- Preparation for the delivery of your presentation
- Modifying the PowerPoint environment
- Customising design templates
- Adding SmartArt and math equations to a presentation
- Working with media and animations
- Collaborating on a presentation
- Customising a slideshow
- Securing and distributing a presentation
- Applying, changing, creating, amend customising themes
- Utilising slide master
- Using templates
- Exporting into different file types
- Inserting action buttons
- Animations and transitions
- Animating smart art
- Setting up a self-running presentations
- Inserting and modifying different media's

Individual Webinar or  
Seminar Cost

**\$199** +GST p.p.

Duration: 1.5 hours  
Reference Material: Provided  
What to Bring: Laptop or PC  
with Microsoft PowerPoint  
Installed (minimum 2016)

