

## Create Electronic Presentations (BSBITU302A)

### Who is this course for?

This course is designed for users who wish to create professional presentations for overhead projectors or display on a computer. The morning is devoted to exploring the features of PowerPoint. In the afternoon the students have the opportunity to design their own presentation.

The course is mapped to the national competency standard BSBITU302A, Create Electronic Presentations, and enables students to complete the assessment tasks\* for a Certificate III in this competency.

<b>Duration:</b>	1 day
<b>Time:</b>	9:00 am to 4:00 pm
<b>Cost:</b>	\$228.00
<b>Class size:</b>	Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention
<b>Includes:</b>	Course manual, morning and afternoon tea
<b>Certificate:</b>	A Certificate of Attendance is provided on completion



### What will you learn in this course?

- work with the basic features of PowerPoint
- work with presentations
- create a new presentation
- learn how to add slides with different layouts
- insert and modify clip art in your presentation
- draw and work with shapes
- create animations in a presentation
- create and work effectively with themes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- create and work with tables and charts
- create and work with SmartArt
- view and modify slide masters
- create and use custom templates
- modify charts in a presentation
- modify and work effectively with tables
- import data into PowerPoint from a number of different applications
- insert movie and sound clips and work with action buttons
- set up a presentation based on how it is to be delivered
- find the information you need in Help
- work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

*\*Charge for assessment for BSBITU302A: \$50.00\**

To register, please complete a Course Registration Form.

Available from:

[www.hb.net.au](http://www.hb.net.au)

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