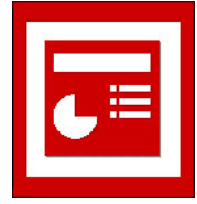

Computer Training

Introduction to MS PowerPoint



MTA House - Level 1, 83 Greenhill Rd, Wayville

Fully-equipped Computer Training Classroom – small groups only!!!

Course Outline

Introduction to PowerPoint teaches the basic skills necessary for creating and preparing PowerPoint Presentations.

- Beginning a new Slide Show
- Inserting an image
- Using different views
- Animating Text
- Creating Slide transitions
- Slide show options and shortcuts
- Animating charts
- Using Buttons on a Slide Show
- Using Slide in a Slide Show



All development is conducted in group sizes of no more than 7 participants.

This ensures maximum learning and coaching from the course facilitator.

Your personal development is achieved in our dedicated computer training environment with the latest technology.

Course Fee*

\$125
(+GST*)



Other Courses

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft Access

A booking form can be obtained by:

1. Phone **8208 4888** and request one to be sent to you
2. Email info@automotivebusinesscollege.com and write "Booking Form" in the subject
3. Visit our website www.automotivebusinesscollege.com and register for the course

