❖ **General Description**

The skills and knowledge covered in this book are sufficient to create real-world slides or pages including presentations, web-pages, handouts, presentation outlines, and the like.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ work with the basic features of **PowerPoint**
➢ work with presentations
➢ create a new presentation
➢ work with the various slide layouts
➢ insert text onto a slide and apply basic formatting
➢ create and work with tables
➢ insert and edit images
➢ draw and format shapes
➢ create and work with **SmartArt** graphics
➢ create and work with charts
➢ create and work effectively with themes
➢ use a range of printing techniques
➢ view and modify slide masters
➢ create and use custom templates
➢ navigate a slide show in **PowerPoint**
➢ create animations in a presentation
➢ set up a presentation for the required presentation mode
➢ save and share your presentation in different formats
➢ work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

❖ **Target Audience**

This course has been mapped to the **BSBITU302A Create Electronic Presentations** competency and is designed to act as a learning guide covering the technical aspects of competency. It is primarily designed for people who need to know how to use Microsoft PowerPoint to create a range of presentation tools such as presenter-led shows, overhead transparencies, kiosk-run shows, and web pages. It is ideal for people who work in offices, for clubs or charities where there is a requirement to present information, diagrams, figures, photographs and the like.

❖ **Prerequisites**

This book assumes no prior knowledge of Microsoft PowerPoint or creating electronic presentations. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

❖ **Pages**

250 pages

❖ **Student Files**

Many of the topics in this course require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF861**.

❖ **Includes**

This *Unit Workbook* includes:
✓ Competency unit mapping,
✓ Complete and comprehensive learning resources,
✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
✓ Comprehensive integrated assessment assignment.

Product Information

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BSBITU302A Create Electronic Presentations

Microsoft PowerPoint 2010

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Curriculum Series 3A

❖ **Formats Available**

❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence

❖ Available also as a *Reference Booklet* (Product Code: **RB - INF861**)

❖ **Additional Teaching Resources**

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

This information sheet was produced on Wednesday, February 16, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Contents

➢ **Getting To Know PowerPoint**
- ✓ Starting PowerPoint
- ✓ The PowerPoint Screen
- ✓ How Microsoft PowerPoint 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Understanding The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Understanding The Status Bar
- ✓ Exiting Safely From PowerPoint
- ✓ Practice Exercise

➢ **Working With Presentations**
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- ✓ Switching Between Presentations
- ✓ Understanding PowerPoint Views
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- ✓ Using The Zoom Tool
- ✓ Closing A Presentation
- ✓ Opening A Recent Presentation
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- ✓ Creating A Presentation Based On A Template
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Product Information

BSBITU302A Create Electronic Presentations

Microsoft PowerPoint 2010

INFOCUS COURSEWARE

WATSONIA PUBLISHING

Curriculum Series 3A

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- ✓ Environmentally Friendly Computing
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Integrated Assignment

Concluding Remarks