



Create Electronic Presentations BSBITU302A - Microsoft PowerPoint 2007

General Description	This publication has been mapped to the <i>BSBITU302A Create Electronic Presentations</i> competency and as such the skills and knowledge acquired by working through this publication are consistent with those required in the competency criteria and range statements.
Learning Outcomes	<p>At the completion of BSBITU302A Create Electronic Presentations you should be able to:</p> <ul style="list-style-type: none"> • 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
Competency Assessment	The publication contains a series of <i>Challenge Exercises</i> that will help students practise their competence as they work through the manual or they be used for assessment purposes. It also contains an <i>Integrated Assignment</i> which is a scenario based series of tasks that can be used by the teacher/trainer to test the students understanding and competence.
Pages	292 pages
Nominal Unit Duration	20 Hours
Student Files	Student files can be downloaded free of charge from our web site at www.watsoniapublishing.com . A copy of these files can also be found on the <i>Teacher Resource CD</i> for this publication.
Teacher Resources	A <i>Teacher Resource CD</i> which includes <i>Teacher's Handbook</i> , <i>Solutions Handbook</i> , competency mappings, test bank questions, survey forms and questionnaires, etc) is available for this publication
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .



Create Electronic Presentations

BSBITU302A - Microsoft PowerPoint 2007

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Concluding Remarks



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