



# Operate Presentation Packages ICAICT106A



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Microsoft PowerPoint 2010

INFOCUS COURSEWARE

Curriculum Series ICT11

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## ❖ General Description

The skills and knowledge acquired in **Operate Presentation Packages ICAICT106A** are sufficient to be able to operate presentation applications and perform basic operations including creating, formatting and adding effects to presentations.

## ❖ 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 **SmartArt** graphics
- draw and format shapes
- insert and edit images
- create animations in a presentation
- navigate a slide show in **PowerPoint**
- save and share your presentation in different formats
- use a range of printing techniques
- find the information you need in **Help**

## ❖ Target Audience

**Operate Presentation Packages ICAICT106A** applies to individuals employed in a range of work environments who create electronic presentations.

## ❖ Prerequisites

**Operate Presentation Packages ICAICT106A** assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Pages

144 pages

## ❖ Student Files

Many of the topics in **Operate Presentation Packages ICAICT106A** 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF907**.

## ❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping
- ✓ Complete and comprehensive learning resources

## ❖ 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 - INF907**)

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Product Information



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