



Operate Presentation Packages ICAICT106A



WATSONIA PUBLISHING

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. 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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