



POWER POINT

utilising Windows XP – Microsoft Office Suite 2007

Murray House Resource Centre
Registered Training Organisation # 2068

This course aims to instruct participants the basics of slide design, presentations and to create professional presentations using graphics, text and charts.

Murray House Resource Centre has developed this course for those whose jobs require professional looking presentations. We can give you great ways to spice up any report, keep your audience awake, and informed!

This is a five-hour course designed for anyone, administrators, corporate professionals, students who require this format.

Time: 9am to 3pm

Cost: \$130.00

Support Materials: All course participants will receive an electronic Power Point Instruction Disc to practice their newly gained proficiencies.

Prerequisites: Basic computer literacy.

Key Topics:

- Creating individual slides
- Importing graphics and text
- Audio Narrations
- Action buttons
- Easy transitions
- Controls and shortcuts

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All participants will receive a Certificate of Completion