



## Advanced PowerPoint 2016

### OVERVIEW

Learn to create modern, dynamic slideshows and presentations with Microsoft PowerPoint® 2013. Building on your basic knowledge of PowerPoint or the Microsoft Office suite, you'll gain valuable skills in how to print audience handouts, use SmartArt graphics, design themes, shape effects, improved WordArt, custom slide layouts, presenter view, shape merging, importing, and exporting. This course also covers incorporating and trimming videos and sound clips.

### LEARNING OUTCOMES

- Audience handouts
- SmartArt graphics
- Design and implement themes
- Shape effects and creativity
- Improved WordArt
- Custom slide layouts
- Presenter view
- Masters
- Shape merging
- Importing and exporting videos and clips
- Incorporating and trimming videos and sound clips and creating broadcasts.

### COMPULSORY UNITS

NA229 Advanced PowerPoint 2016

### SELECTABLE UNITS

Additional selectable units may apply

AQF CODE	N/A
COURSE CODE	NA08POWERPT
COURSE TYPE	Short Course

## CERTIFICATION

By successfully completing this course you will receive a Statement of Attainment.

## CAREERS

This course may help you with additional skills for employment where electronic presenting is a key factor in the role.

## DELIVERY METHODS

- On-campus – The majority of teaching and assessment is conducted on-campus

## LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

## DURATION

1 session (3 hours)

## REQUIREMENTS

There are no entry requirements for this course.

## FEES

Fee For Service \$99.00 (Tuition \$99.00, Materials \$0.00)

## FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

## HOW TO APPLY

Apply via the 'Enrol and pay online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email [info@wodongatafe.edu.au](mailto:info@wodongatafe.edu.au)

## WHEN YOU CAN ENROL

Please register your expression of interest and we will keep you updated with course dates and times if they become available.