

# ICT Short Course

## PowerPoint Intermediate 2003



### Aims:

To produce a well-constructed presentation and good presenting techniques for use during the show itself.

### Objectives:

- For participants to produce a presentation
- For participants to print the presentation and accompanying handouts/notes
- For participants to insert pictures and simple animations into a presentation
- A look at presentation skills will also be covered.

### Designed for:

Participants who can use a word processor or spreadsheet. For those who have a reasonable/limited knowledge of the PowerPoint and would like to learn more about the program.

### Key points:

- Design of a presentation
- Text (inserting, deleting, moving and manipulating)
- Inserting pictures, clip art, word art and various objects.
- Basic introduction to animation
- Running the presentation itself, so key shortcuts during the process.
- Printing out the handouts, notes pages and slides
- Presenting techniques – things to bear in mind. PowerPoint is very much a 50/50 relationship between the document and the presenter. We will be investigating good presentations and presenting skills.