

Microsoft PowerPoint 2003 Advance



Aged & Community Services
SA & NT Inc

Monday 2nd June 2008
9.00am - 5.00pm (Registrations from 8.30am)
Academy IT, Innovation House
Cnr Mawson Lakes Blvd & 1st Avenue, Mawson Lakes



This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2003 effectively.

Audience

This course is intended for people who wish to improve their knowledge and skills in the use of the software package Microsoft PowerPoint 2003.

At Course Completion

- After completing this course, students will be able to:
- insert and modify clip art in your presentation
- use various drawing objects to create simple drawings
- create slide masters for use in presentations
- create animations in a presentation
- use a range of printing techniques and view your presentation as web pages
- create and use templates and colour schemes
- insert movie clips and sound waves and work with action buttons
- create tables, charts and diagrams in a presentation.

Prerequisites

This course is designed for participants who have some prior experience of using Microsoft Powerpoint.

Registration Form - Fax to 8338 7077 IMIS File PPAD

Name _____

Name of Employer/Facility _____

Address _____

Phone _____ Fax _____

Email _____

Special Requirements (access, dietary requirements) _____

REGISTRATION FEES (GST Inc):

ACS Members

Non Members

\$176.00

\$264.00

Registration Information

Bookings: Must be made prior to the workshop on the registration form provided and FAXED back to ACS SA&NT 8338 7077. (Please note no telephone bookings will be accepted).

Confirmations: A confirmation letter and tax invoice will be sent upon receipt of the registration to the contact details as detailed above.

Payment: An invoice will be issued upon receipt of registration and payment can be made by **Cheque** - cheques should be made payable to ACS SA&NT and mailed to 246 Glen Osmond Road Fullarton SA 5063 **Direct Credit** - payment can be deposited into ACS SA&NT bank account ANZ Bank Hutt Street BSB 015 056 Account 1001 04624 and quote Invoice Number

Refund Policy: Should any delegate withdraw from the seminar in less than 5 working days prior to its commencement, no refund will be given. A substitute delegate is welcome. Please notify ACS SA&NT of substitute delegates as soon as possible.

Cancellations: ACS SA&NT reserves the right to cancel events if sufficient numbers are not achieved. In the case of a cancellation by ACS SA&NT all registration fees will be refunded in full.

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