GS Course Outline:

PowerPoint: PowerPoint is used to create slide show presentations with text, lists, pictures, shapes and transitions.

Objective:
- Learn how to insert the built-in SmartArt Graphics in PowerPoint and create an Organizational Chart plus an info-Graphic using SmartArt that also has Animation and effects that run step-by-step and explore changing colours and styles.

Prerequisite: Basic Windows, Keyboarding and Mouse skills. PowerPoint All-in-One GS Course Outline *or* previous experience using PowerPoint plus access to a computer with Microsoft PowerPoint software.

Duration: 1 hour

Cost: $129.00 + HST (13%)

Topics:
1. Create an Org Chart
2. Change Design
3. Change Colours
4. Adjust Font Size
5. Add an Info Graphic
6. Change SmartArt Colors
7. Add Animation
8. Apply Play Effects

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