




## PowerPoint Targeted-Skills

### Org Charts & SmartArt

[GS Software Consulting.ca](http://GS Software Consulting.ca)

## 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
- Practice Lesson:**  Rides-R-Us More About Us



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