

Monash LearningFast - ICT Skills Benchmark™

Competency 7: Presentations and Drawings (PowerPoint XP)	
Graphics have always been an important tool for architects, engineers, illustrators and designers. The use of computer based presentation and drawing tools has grown in many application areas to support effective communication. These tools are now used extensively in business and in teaching.	
Learning Activities (34)	Completion Time (4hrs)
Getting Started in PowerPoint	
PowerPoint 2002 Essentials	
Starting and Exiting PowerPoint	3.5mins
Opening and closing a presentation	3.5mins
Working with Presentations	
The PowerPoint Screen	8mins
Getting Help	5.5mins
Basic Slide Creation	
Creating a presentation	
Creating and saving a new presentation	7.5mins
The AutoContent Wizard	6.5mins
Text techniques	
Entering text and text boxes	10mins
Formatting text and paragraphs	9.5mins
Formatting Bullets	6.5mins
Undo and Redo actions	8mins
Visual Components of Slides	
Clip Art	
Adding a ClipArt image	6mins
Optimising images	5.5mins
Tables, Charts & Diagrams	
Insert a Chart	6.5mins
Chart Elements	9.5mins
Insert an Organisational Chart	7.5mins
Inserting a Table	6mins
Working with Tables	9.5mins
Drawing Objects	
Drawing an object	8mins
Working with Masters	
Using Masters	
The Slide Master	9.5mins
The Title Master	5mins
The Handout Master	8mins
Adding slide numbers and dates	6mins
Presentation Techniques	
Animation	
Animating text	6mins
Animating Objects	6mins
Slide Show Navigation	
Adding slide transitions	5.5mins
Adding slide timings	7mins
Set Up Shows	
Setting up and starting the slide show	7mins
Using the Slide Show taskbar	7mins
Printing & Publishing	
Printing and Publishing	
Printing the presentation	7mins
Creating and saving presentations for the Internet	8mins
Customising Presentations	
Templates and Colour Schemes	
Customising templates	12mins
Using your customised template	3.5mins
Media & Action Buttons	

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Inserting a sound	4mins
Inserting an action button	5.5mins