

# MICROSOFT POWERPOINT 2016

TEC-MICR-04 7

# \$299

 AUD excl. GST

## OVERVIEW

In most work industries today, visual presentations are used as an essential engagement tool for communication. In this course, we show you how to use a variety of features to develop a Presentation. Including using text, images, shapes, slides, slide views, presenter notes & rehearsal, text and object animations, slide transitions, headers and footers, basic templates and more.

Designed for all new system users. The instructions and examples used in this training are based on the Windows system which will vary to Web, Android, iOS, and MacOs System use.

All AMLA online courses can be completed in your own time and at your own pace with the assistance of course forums, online chat, and email. Courses are accessible for 12 months from enrolment.

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**NAVIGATION****THE BASICS****FORMATTING****PRESENTATION  
DEVELOPMENT**

## QUESTIONS?

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