

**SELF-ASSESSMENT****MS POWERPOINT 2003 INTRO/INTERMEDIATE**

Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

Please tick the tasks you can comfortably complete on your own:

**PowerPoint 2003****Orientation**

- Starting PowerPoint
- The PowerPoint Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Using Short Cut Menus
- Understanding Settings
- Exiting PowerPoint

**Working with Presentations**

- Opening an Existing Presentation
- Navigating a Presentation
- Switching Between Views
- Task Panes
- Navigating Task Panes
- Closing a Presentation
- Returning to a Previous Presentation

**Creating a Presentation**

- Designing a Presentation
- Presentation Methods & Hardware
- New Presentations
- Creating a New Presentation
- Adding Text Using the Outline Pane
- Saving a Presentation
- Adding Slides and Text
- Previewing a Slide Show

**Clip Art**

- Inserting Clip Art
- Re-Sizing Clip Art
- Modifying Clip Art
- Modifying Elements of Clip Art
- Rotating Clip Art
- Perusing Your Clips
- Pasting from the Clipboard

**Drawing Objects**

- Drawing Tools
- Arrows and Lines
- AutoShapes
- Create a Flowchart
- Adding Connectors to Flowcharts
- Adding Text to Flowcharts
- Editing a Grouped Object
- Layering Objects

**Animation**

- Animation Schemes
- Custom Text Animation
- Applying Custom Text Animation
- Custom Object Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

**Slide Show Navigation**

- Slide Sorter View
- Adding Speaker Notes
- Creating a Summary Slide

- Removing Slide Numbers
- Hyperlinks
- Internal Hyperlinks
- Hyperlink to Another Application
- Presenting a Slide Show

**Printing & Publishing**

- Printing & Publishing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Printing for Overhead Transparencies
- Web Page Preview
- Publish as Web Pages

**General Computer Usage**

- The Help Task Pane
- Searching for General Help
- Searching for Specific Help
- Understanding a Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying and Using the Office Assistant
- Customising the Office Assistant
- Disabling the Office Assistant

Your instructor will use this information to prepare for the course.

**Fax back to Computer Train on 02 9805 1680**

## COURSE ENROLMENT FORM

Student Personal Details		Company Details (if enrolled by employer)		
Student Name		Company Name		
Today's Date		Company ABN		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Company Contact Person Name		
Student Email		Phone No		
Work		Email		
Home		Supervisor's Signature (if applicable)		
Student Phone (Best Contact)		Company Address for Invoicing and to Mailing your Certificate		
Day		Invoicing:		
Mobile		Certificate:		
Night				
Student Mailing Address				
		* An optional training manual may be purchased for each course for \$35		
Student Enrolment Details		Payment Information		
Are you studying <input type="checkbox"/> Distance Course <input type="checkbox"/> Public Course <input type="checkbox"/> Other		\$	\$	\$
		Course Cost	Additional Costs/Discount	Total Amount
Course/s in Which You Are Enrolling:		How will you be paying?		
Course 1	Level	Date	\$35	<input type="checkbox"/> Direct Deposit: I have attached/will email/fax confirmation of transaction.
Course 2	Level		Manual? <input type="checkbox"/>	Account Name: Corelink Pty Ltd
Course 3	Level		<input type="checkbox"/>	Account Number: 54890 3942
Course 4	Level		<input type="checkbox"/>	National Australia Bank BSB: 084 834
Course 5	Level		<input type="checkbox"/>	<input type="checkbox"/> Purchase Order Attached (Corporate Payments Only)
Have you completed self-evaluation/s? <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Personal or Bank Cheque Attached		
<b>Enrolment Terms</b> - I understand that:		<input type="checkbox"/> Credit Card Type of Credit Card: _____		
<input checked="" type="checkbox"/> Courses may be cancelled or postponed at any time		<input type="checkbox"/> Paying by 12 Automatic Credit Card Deductions: \$ ____ x 12		
<input checked="" type="checkbox"/> I have to cancel in writing within 3 days of the course start date or receive no refund		(Please telephone us or refer to our website for correct monthly amount)		
<input checked="" type="checkbox"/> I may provide a substitute student in my place at any time for no cost if I can't attend		No. _____ / _____ / _____ / _____		
<input checked="" type="checkbox"/> I receive free telephone support		Expiry Date: ____ / ____ Total Amount: \$ _____		
<input checked="" type="checkbox"/> I may choose to purchase a training manual for \$35 (completely optional)		Name on Card: _____		
<input type="checkbox"/> I agree to the above terms (tick)		Signature of Cardholder: _____		
Student Signature: _____				
Office Use – Initial and Date Each Box				
Form Received:	Registered WISE?	Registered Website?	Registered Newsletter?	Paid? Date: Credit Card Reference No.
Notes:				