Course Description and Outline

Course Title	Get Started with Microsoft PowerPoint

Level of Course	Beginners	**Course Code**	

Duration in Weeks	1 week
Brief Description of Course **What will the course cover?**	This course will introduce you to creating a presentation with animation and transition effects. You will also discuss the importance of working safely with computers.
Entry Requirements	You will need basic computer skills – eg use a mouse and keyboard and open software applications.

Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:	
1	Set up Master Slides
2	Insert different Slide Layouts
3	Apply Animation and transition effects
4	Print speakers note and hand-outs.
5	Describe how to work safely when using computers
Equipment Required **What will I need to bring to class?**	You will need to bring your enrolment slip, notebook, and pen and memory stick.
What courses can I go on to?	The Idea Store Learning course guide gives details of all our ICT courses and your tutor can offer advice.

Describe how to work safely when using computers

What examination or assessment will there be and what will it involve?
At the start of the session you will complete an Initial Assessment and this will provide a starting point for your learning.

How will I know I am making progress?
You will receive feedback from your tutor during the workshop

Is there anything else I need to know?
In general, we will not allow late entry to any course. In all cases the full fee will be charged You can discuss issues with your Tutor or the Assistant Programme Manager at anytime during the course.

What if I want extra support? Contact the Learner Support & Advice Team
Come and see one of our experienced and friendly advisors. For further information, email **ideastore@towerhamlets.gov.uk** and a member of the team will get back to you.

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Library Learning Information