

## **Creating Visual Presentations**

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This course is a comprehensive training course on the needed skills in using electronic presentation software. The course covers topics like working with slides, embedding graphic objects and other special effects to enhance a presentation.

**Pre-requisite:** Knowledge in Windows

### **Target Audience:**

Creating Visual Presentations is intended to address the needs of people who do lecturers and presentations to a group of people. This course will particularly appeal to those who are in the following areas:

- Management
- Academe

They work as:

- Supervisors
- Managers
- Administrators
- Teachers
- Students who are in the process of developing their Thesis projects

### **Software Used:**

- Microsoft PowerPoint or
- OpenOffice.org Impress (Freeware)

### **General Outline:**

- Electronic Presentation Views
- Working with Slides and Text
- Inserting Objects
- Manipulating the background and layout
- Printing the Presentation and producing handouts
- Tips in Making an Effective Presentation

**No. of Hours: 12 Hours**