



CHUA CHU KANG COMMUNITY CLUB IT Centre

35, Teck Whye Ave Singapore 688892



Kids Adventure Programme Part II

Objective:

Kids will learn how to create a presentation. This course is special design for children age 7-12 years old.

Course Outline

Ms Power Point 2010

- Introduction to Ms Power Point
- Understanding Power Point Windows and Views
- Creating presentation and slides
- Opening and Saving Presentation
- Creating and changing color schemes
- Drawing Objects
- Selecting, Moving, Deleting and Formatting Objects
- Cutting, Coping, Pasting & Duplicating Objects
- Resizing Objects
- Enhancing Objects
- Typing text
- Typing text in shapes
- Selecting & Editing Text
- Formatting paragraphs
- Using Text from Word Art
- Using AutoShapes
- Adding ClipArt to Slides
- Recolor pictures
- Adding animation effect and Sound effect
- Perform slide show