

Parent Computing Class Set 3 Calendar

Week 1	Mouse Basics:	<ul style="list-style-type: none"> • The basic functions of a mouse. • Mouse exercises to test your skills.
Week 2	PowerPoint Introduction:	<ul style="list-style-type: none"> • Explore what you can use PowerPoint for, what can be created. • Browse functions and tools of PowerPoint.
Week 3	Presentations:	<ul style="list-style-type: none"> • Create your own presentation on a topic of your choice. • Import images as well as, transitions and animations to presentation slides.
Week 4	E-books:	<ul style="list-style-type: none"> • How PowerPoint can be used to create E-books. • Planning books and layout of pages.
Week 5	E-books continued:	<ul style="list-style-type: none"> • Importing graphics and images to books. • Finalising pages. • Converting PowerPoint file to a PDF.