



Using Microsoft Office (Intro)

for Prep & Infant Classes with Max's Toolbox



Course Details:



Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
PREP04

Duration: 1 Full Day

Who should attend:

Ideal for a person working with students from Prep through to Year 4 or students with learning difficulties. At the conclusion of this course participants should be able to understand how the software package works with Microsoft Word, PowerPoint and Excel with the capacity to apply this knowledge in their personal and professional lives. It is ideal for people who work in areas where effective presenting of information is important.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment but this is not essential.

Content:

Max's Toolbox is a unique early childhood interface to MS Office.

- System Requirements
- Using Max's Toolbox In The Class Room
- Using Max Write (Microsoft Word)
- Name Art
- Drawing A Picture
- Formatting Basic Text
- Using Max Show (Microsoft PowerPoint)
- Inserting Text And Pictures Into A Presentation
- Creating A Presentation On Your Favourite Animal
- Attaching Sounds To Pictures
- Alphabet Picture
- Using Max Count (Microsoft Excel)
- Counting Pets
- Shapes
- 7 Day Weather Forecast Project