

## Introduction to PowerPoint – WHEA 2010

### Register for one of these sessions

#### Morning Session:

Date: **Thursday 11<sup>th</sup> February 2010**  
Time: 09:00-12:00  
Venue: North Shore Hospital

#### Afternoon Session:

Date: **Thursday 11<sup>th</sup> February 2010**  
Time: 13:00-16:00  
Venue: North Shore Hospital

**NOTE:** These sessions are being held the day before the final closing date for abstract submission (12<sup>th</sup> February) so please submit your abstract early if you wish to attend.

### Prerequisite

Registration to WHEA 2010 is a prerequisite to registration for this workshop. Maximum 8 attendees per session. For submission from teams, enrolment to this workshop is limited to 1 person per team.

### How do I register?

Email [knowledgecentre@waitematadhb.govt.nz](mailto:knowledgecentre@waitematadhb.govt.nz) indicating if you wish to attend the morning or afternoon session. Also give the title of your WHEA entry.

### What will be covered?

This workshop will cover:

- setting the page size
- setting the background
- using master slides
- adding a text box
- changing text formats, fonts
- how to use symbols other than the dreaded "bullet points"
- inserting and resizing graphics
- creating tables
- creating graphs
- This workshop will not cover elements of design such as layout, clarity, appropriate colours etc. See details on WHEA web pages for an *Poster Design* workshop

These PowerPoint sessions are provided by 