

The workshop will cover the fundamentals of Preparing PowerPoint Presentations including:

- Overview of PowerPoint
- Using templates and master slides
- Presentation basics
- Design basics
- Viewing and adding slides
- Title pages
- Working with text
- Bullets and numbering
- Working with tables
- Working with graphics
- Working with photos
- Tips for selecting Montessori photos
- Adding music and sounds
- Adding movies
- Slide transitions
- Text transitions
- Animation
- Presentation tips
- Using a data projector
- Printing handouts
- Saving as PDFs
- Creating movies

The workshop will be hands on. Participants need to bring a laptop with PowerPoint software loaded on it. Workshop participants will come away with sample PowerPoint presentations and a selection of stock Montessori photos and graphic images to use in future PowerPoint presentations.

Monday, 21 July 2008  
9:00am to 12:00noon

Montessori Australia Foundation  
44d Smith Street Balmain NSW 2041

Registration Fee: \$60  
Includes morning tea and workshop papers.  
Registration closes 18 July 2008.  
Workshop places are limited.

Enquiries: 02 9555 4338  
events@montessori.org.au montessori.org.au

**MAF Website**

- Number 1 - Google search Montessori Australia
- Number 13 - search Montessori worldwide
- Average 10,000 visits a month to website
- 2300 visit "Schools Listing"
- 660 visit "Employment Section"




**Annual Update**

**FOUR PLANES OF DEVELOPMENT**  
*The Constructive Rhythm of Life*

FIRST PLANE	SECOND PLANE	THIRD PLANE	FOURTH PLANE
0 - 6	6 - 12	12 - 18	18 - 24
HEALTH	CHILDREN	ADOLESCENCE	ADULTHOOD



## REGISTRATION: Online at [montessori.org.au](http://montessori.org.au) or fill in and return the form below

Name: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone - Home: \_\_\_\_\_  
 Phone - Mobile: \_\_\_\_\_  
 Phone - Work: \_\_\_\_\_  
 Email: \_\_\_\_\_

I give permission for my contact details to be distributed in a list to participants.  Yes  No  
 Please see our website for our event refund and privacy policies.

Preparing PowerPoint Presentations, Mon 21 July 2008, Sydney  
 My payment of \$60 is included as follows. Cheques payable to the Montessori Australia Foundation. GST included. ABN: 46 104 887 309

Payment Method:  Cheque  Money Order

Or charge my:  Visa Card  Mastercard Or:  Invoice School

Cardholder's Name: \_\_\_\_\_

Card N°: \_\_\_\_\_

Signature: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Phone: 02 9555 4338 Fax: 02 9555 6862  
 Email: events@montessori.org.au  
 Register online at [montessori.org.au](http://montessori.org.au)  
 or send registration form to:  
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