

IWB courses include

SMART IWB

- Introduction
- Toolbars and buttons
- Text and formatting
- Copy and paste
- Page organiser
- Library, images, background and websites
- Reveal and spotlight

***Dedicated IWB courses are for experienced users and also include**

- Duplicating and group lines
- Page and video linking
- Camera tool
- Importing digital and video files
- Export and import to PowerPoint

or

Promethean IWB

- Activstudio introduction
- Main/flipchart toolboxes
- Page buttons/organiser
- Copy and paste
- Library, images, background and websites
- Reveal and spotlight

***Dedicated IWB courses are for experienced users and also include**

- Pen/camera tools
- Video linking
- Tickertape
- Importing digital and video files
- Export and import to PowerPoint

Multimedia courses also include

Microsoft Publisher

- Introduction
- Object toolbar
- Creating posters
- Using WordArt
- Using AutoShapes
- Adding and formatting pictures
- Using the Design gallery
- Creating a customised newsletter
- Adding pages and text boxes
- Using the measurement toolbar
- Using Auto Flow

or

Digital Photography

- Introduction
- Memory and memory cards
- Pixels and resolution
- Using your camera
- Shooting modes and features
- Downloading pictures to your computer
- Photo editing

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Or alternatively go to the [ICT Skills homepage](#)