

PowerPoint Level - 2 Intermediate

What Can You Expect?

This course is for individuals who are interested in learning the fundamental skills needed to create and modify PowerPoint presentations. You should be comfortable in the Windows environment and attended PowerPoint Basic or have equivalent experience.

Unit Standard Alignment

SAQA ID: 117923

NQF Level: 2

Credits: 5

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Prepare and Produce a Presentation According to a Given Brief

2 Day Course Content

The PowerPoint Environment

Understand the Screen Layout
Change Presentation Views
Use PowerPoint's Help Options

Creating a Presentation

New, Insert Slides and Change Slide Layout
Save a Presentation

Modify a Presentation

Open and Close an Existing Presentation
Edit and Format Text

Work with Graphics

Create and Size Objects
Move and Copy Objects
Insert Clip Art Pictures and Pictures from File
Format Objects and AutoShapes
Format Clip Art
Align and Distribute Objects
Rotate and Flip Object
Group and Ungroup Objects and Clip Art
Add Effects
Create and Manipulate WordArt

Work with Text

Create Bullet or Numbered List
Adjust Line and Paragraph Spacing
Create and Manipulate Word Tables in Slides

Customise a Presentation

Use Templates

Adding Charts and SmartArt

Create and Edit Charts
Create and Edit SmartArt
Create Effective Flow Charts

Prepare to Deliver a Presentation

Add Speakers Notes
Add Slide Transition and Animated Effects
Set Animation Order and Timing
Hide and Redisplay Slides
Set up a Presentation for Maximum Effect
View Presentation and Use Presentation Tools
Print Preview and Print Presentations
Print an Outline, Handouts and Speakers Notes

Customise the Environment

Customise the Quick Access Toolbar
Customise the Status Bar
PowerPoint Options
Compatibility Checker