KJ TRAINING

PowerPoint Level 3 - Advanced

What Can You Expect?

This course is designed for individuals who need to use PowerPoint at an Advanced level to create slide shows and presentations. You will learn how to modernise an existing presentation using advanced tools & techniques to keep it consistent, professional & incorporate various forms of graphics.

What Is Required From You?

You should have completed PowerPoint Intermediate or have experience and knowledge to an Intermediate skill level.

Unit Standard Alignment

SAQA ID: 116930   **NQF Level:** 3   **Credits:** 5
US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Enhance Presentation Appearance

2 Day Course Content

Use Outline View to Create Presentations

Create Slide Masters
Create and Use Templates
Create and Save a Theme
Add Headers and Footers
Create Handouts

Sections

Insert and Rename Sections
Preview Sections for Printing

Import and Export

Import Slides from File
Import Slides from Outline
Send Data to Microsoft Word
Save Presentations as Slide Shows

Working with Objects

Embed and Link Objects
Add and Edit Comments
Insert and Edit Videos
Insert and Edit Audio
Insert and Edit Hyperlinks
Insert Screen Recording

Prepare Presentation

Set up Slide Show
Use Package for CD
Protect a Presentation
Mark a Presentation as Final