

PowerPoint Level 1- Basic

What Can You Expect?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint slides and presentations.

What Is Required From You?

You need to be familiar with using a mouse and keyboard and should be comfortable in the Windows environment, ideally having completed the Computer Literacy or Windows Introduction courses or possess equivalent knowledge.

1 Day Course Content

The PowerPoint Environment

- Start PowerPoint
- Identify Components of the User Interface
- Work with the Ribbon
- Use Commands on Contextual Tabs
- Change Presentation Views
- Use PowerPoint's Help Options
- Exit PowerPoint for Windows

Creating a Presentation

- Create a New Presentation
- Insert Slides
- Use different slide layouts

Modify a Presentation

- Edit and Format Text
- Apply a Theme

This course will provide you with essential skills to create, edit and format a basic PowerPoint presentation. The foundational knowledge of this course provides a building block for further training in PowerPoint.

Unit Standard Alignment

SAQA ID: 116933 **NQF Level:** 1

Credits: 3

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Create and Edit Slide Presentations



mictseta

Accreditation No : ACC/2007/07/071

Work with Text

- Create Bullet and Numbered List
- Adjust Line spacing
- Check Spelling and Grammar

Work with Graphics

- Create and Size Objects
- Move Objects
- Insert Online Pictures and from File
- Create and Edit SmartArt Graphics