

PowerPoint Level - 2 Intermediate

What Can You Expect?

This course will assist candidates to create, edit and format a professional PowerPoint presentation, build customised presentations, use multimedia, work with organizational charts and customise the PowerPoint environment.

What Is Required From You?

You need to be computer literate with basic training or a working knowledge of PowerPoint.

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 Online Pictures and Pictures from File
- Format Objects and AutoShapes
- Format Pictures
- Align and Distribute Objects
- Rotate and Flip Object
- Group and Ungroup Objects
- Add Effects
- Online Video

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

Work with Text

- Create Bullet or Numbered List
- Adjust Line and Paragraph Spacing
- Create and Manipulate Tables

Adding Charts and SmartArt

- Create and Edit Charts
- Create and Edit SmartArt
- Create Flow Charts

Prepare to Deliver a Presentation

- Add Speakers Notes
- Add Slide Transition and Animated Effects
- Rehearse Timing
- Hide and Redisplay Slides
- Set up a Presentation for Maximum Effect
- View Presentation using Slide Show
- Print Preview and Print Presentations
- Print an Outline, Handouts and Speakers Notes
- Save Presentation as a Slide Show
- Create a Custom Slide Show

Customise the Environment

- Customise the Quick Access Toolbar
- PowerPoint Options



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