

PowerPoint Advanced Level 3

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, modernise existing presentations using advanced tools and techniques to keep it consistent and professional incorporating various forms of graphics. You will now be able to use features to take your presentation to the next level: insert screen recordings, movies, sounds and hyperlinks as well as embed and link objects from external applications.

What is required from you?

You need to be computer literate with formal training or experience to an Intermediate level of PowerPoint.

2 Day Course Content

Use Outline View to Create Presentations

- Create Slide Masters and Custom Slide Layout
- Create and Use Templates
- Create and Save a Theme
- Add Headers and Footers
- Create Handouts
- Add Transitions and Animations

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
- Insert and Edit SmartArt Graphics

Prepare Presentation

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

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



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