

# Microsoft PowerPoint Introduction Course Schedule

Unit Standard: 116930

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## Course Schedule

1. Understanding MS PowerPoint
2. Explaining the MS PowerPoint Screen
3. Creating presentations
4. Adding a chart to a presentation
5. Formatting a chart in a presentation
6. Using SmartArt
7. Formatting SmartArt
8. Drawing and using Shapes in presentations
9. Formatting Drawings and Shapes in presentations
10. Adding Images to a presentation
11. Formatting Images in a presentation
12. Creating a Master Slide
13. Adding images to a master slide
14. Formatting a master slide
15. Animating a presentation
16. Using Slide Transition

### ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

*Assessment and moderation of  
submitted POE's @ R150 pp*

Prerequisites: Candidates should be comfortable using a mouse and keyboard

### You will learn:

- Getting started with MS PowerPoint
- The MS PowerPoint Environment
- How to create a presentation and insert items into a presentation
- Conformity of presentations
- Animating and showing your presentation

*Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit*



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Media, Information and Communication Technologies  
Sector Education and Training Authority

Accreditation no: ACC/2012/05/198

Accelerating quality skills towards an information savvy society

# Microsoft PowerPoint Intermediate Course Schedule

Unit Standard: 117923

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## Course Schedule

Preparing a presentation

- Know Your Audience
- Defining messages
- Slide Outline
- Setting Up Your PowerPoint Environment
- Presentation Basics
- Working with Slides
- Moving Slides in Slide Sorter View
- Saving Your Presentation
- Adjust settings to customise the view
- Change Views in PowerPoint
- Customise the Ribbon & slide properties
- Working with multiple presentations
- Format a presentation
- Text boxes
- Making Changes to Layouts
- Saving Your Theme
- Special effects in PowerPoint
- Bullets and numbers
- Inserting a picture
- Modifying Pictures
- Adding a header and footer to a presentation
- Add notes to a presentation
- Hiding slides
- Conducting a presentation

### ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R890-00

In our training room or in your venue

*Assessment and moderation of  
submitted POE's @ R150 pp*

Prerequisites: students should be familiar with the MS PowerPoint environment.

### You will learn:

- To interact work between many presentations
- To build specific presentations, factoring all conditions
- Special formatting to enhance presentations, including automation of presentations

*Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards.*



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# Microsoft PowerPoint Advanced Course Schedule

Unit Standard: 258880

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## Course Schedule

17. Creating Templates
18. Customising existing templates
19. Advanced graphic and image manipulation
20. Using effects to enhance a presentation
21. Methods of building charts
22. Chart interaction with other programs
23. Formatting charts to suit your presentation
24. Using sound in a presentation
25. Using movies and moving objects in a presentation
26. Adding narration to a presentation
27. Ensuring presentations meet user requirements
28. Adding / Using hyperlinks and buttons in a slide show
29. Setting and amending presentation timings
30. Customising a slide show for the audience
31. Creating videos using slides

### ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

*Assessment and moderation of submitted POE's @ R150 pp*

Prerequisites: Candidates should be familiar with MS PowerPoint at an intermediary level of skill

### You will learn:

- Working with templates, enhancing and automating presentations, adding special effects

*Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards.*



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