

# MISCROSOFT POWERPOINT

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## COURSE SCHEDULES

MICROSOFT POWERPOINT UNIT STANDARD 116930 –

### ***INTRODUCTION COURSE SCHEDULE***

**R1090-00 PER PERSON + VAT**

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- Understanding MS PowerPoint
- Explaining the MS PowerPoint screen
- Creating presentations
- Adding chart to a presentation
- Formatting a chart to a presentation
- Using SmartArt
- Formatting SmartArt
- Drawing and using Shapes in presentations
- Formatting Drawings and Shapes in presentations
- Adding Images to a presentation
- Formatting Images in a presentation
- Creating a master slide
- Adding images to a master slide
- Formatting a master slide
- Animating a presentation
- Using Slide Transition

MICROSOFT POWERPOINT UNIT STANDARD 117923-

### ***INTERMEDIATE COURSE SCHEDULE***

**R1090-00 PER PERSON + VAT**

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- Preparing a presentation
- Know Your Audience
- Defining messages
- Slide Outline
- Setting Up Your PPT Environment
- Presentation Basics
- Working with Slides
- Moving Slides in Slide Sorter View
- Saving your Presentation
- Adjust setting 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

## MICROSOFT POWERPOINT UNIT STANDARD 258880 –

### **ADVANCED COURSE SCHEDULE**

**R1090-00 PER PERSON + VAT**

- Creating Templates
- Customizing existing templates
- Advanced graphic and image manipulation
- Using effects to enhance presentation
- Methods of building charts
- Chart interaction with other programs
- Formatting charts to suit your presentation
- Using movies and moving objects in a presentation
- Adding narration presentations
- Ensuring presentations meet user requirements
- Adding / Using hyperlinks and buttons in a slide show
- Setting and amending presentation timings
- Customising a slide show for the audience
- Creating videos using slides

Name of Course	Description	No of Days	Cost per Delegate		
			MS Teams	Delegate: Your Premises	Delegate at Sankin
PowerPoint Introduction 1	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	1	1100	1200	1300
PowerPoint Introduction 2	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	2	2000	2150	2250
PowerPoint Intermediate 1	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	1	1100	1200	1300
PowerPoint Intermediate 2	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	2000	2150	2250
PowerPoint Advanced	Utilise special features to enhance presentations	1	1100	1200	1300