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Imsimbi Training proudly presents

Microsoft Office PowerPoint Advanced Level – 2 Days

Imsimbi Training is a fully accredited training provider with the MICT Seta, approval number: LPA/00/2022/07/0018number 2147, as well as a Level 1 Contributor BBBEE.

This course is aligned to unit standards 116930 at NQF Level 3, 5 Credits



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COURSE OBJECTIVES

This short course is intended for who need to enhance presentation appearance using a Graphical User Interface (GUI)-based presentation application either as a user of computers or as basic knowledge for a career needing this competency.

COURSE OUTCOMES

After completing this course, the learner will be able to:

- Customise a presentation for a specified purpose
- Test and modify the presentation
- Present and navigate the presentation for the specified purpose
- Use the Help function
- Print the Presentation
- Exit PowerPoint
- Work with images, drawings and objects in MS PowerPoint
- Customise master slides in a presentation
- Apply animation effects and transitions to a slide presentation
- Use sound and video to enhance presentations
- Insert hyperlinks and action buttons into a presentation
- Use hyperlinks and action buttons to navigate within a presentation
- Rehearse presentation timings in order to ensure that timing requirements are met
- Run a customised slideshow in accordance with specific audience needs



COURSE OUTLINE

CUSTOMISE AND PRESENT THE PRESENTATION

1.1 Customise a presentation for a specified purpose

1.1.1 Sort slides into an order appropriate for the specified purpose

1.1.2 Hide slides so that they will not be part of a presentation

1.2 Test and modify the presentation

1.2.1 Prepare the presentation in line with the time limits set in the brief

1.3 Present and navigate the presentation for the specified purpose

1.3.1 Present the presentation for the specified purpose

1.3.2 Run a customised slideshow in accordance with specific audience needs

- Reverse with right-click
- Mix and match
- Mouse and menu

1.4 Use the Help function

1.5 Print the Presentation

1.6 Exit PowerPoint

Class Activity: Test and present the presentation for the specified purpose

ENHANCE THE PRESENTATION APPEARANCE

2.1 Work with images, drawings and objects in MS PowerPoint

2.1.1 Insert pictures / images into a presentation

- Import a picture / image from different file types
- Resize a picture / image

Class Activity: Insert pictures / images into a presentation



2.1.2 Create drawings in a presentation

- Draw lines into a presentation
- Change the attributes of lines
- Draw shapes into a presentation
- Change the orientation of a shape
- Change the attributes of a shape
- Resize a shape
- Add connector lines between shapes
- Align shapes in the presentation
- Change the order of display of overlapping shapes

Class Activity: Create drawings in a presentation

2.1.3 Create an organisational chart in a presentation

- Add and remove hierarchical elements
- Change the hierarchical structure of an organisational chart

Class Activity: Create an organisational chart in a presentation

2.1.4 Create a chart / graph in a presentation

- Change the chart type
- Change chart colours
- Resize the chart

2.1.5 Use charts/graphs to enhance presentations

2.1.6 Discuss the relationship of information to be used in a presentation

2.1.7 Identify data and source it to create charts/graphs

2.1.8 Create charts/graphs using sourced data

2.1.9 Import charts/graphs from other sources

2.1.10 Format charts/graphs to enhance the presentation

Class Activity: Create a chart / graph in a presentation



2.1.11 Manipulate images and objects in a presentation

- Copy images and objects
- Move images and objects
- Delete images and objects

Class Activity: Manipulate images and objects in a presentation

2.2 Customise master slides in a presentation

2.2.1 Copy an item to a master slide

2.2.2 Change the formatting in the master slides

- Change bullet's and numbering in the master slide
- Change line and character spacing in the master slide
- Change footers in the master slide
- Change background in the master slide
- Class Activity: Customise master slides in a presentation

2.3 Apply animation effects and transitions to a slide presentation

2.3.1 Apply animation effects to the presentation

- Add animation to an object
- Apply multiple animation effects to a single object
- View a list of animations currently on the slide
- Set the effect options, timing, or order for an animation
- Copy animations with the Animation Painter
- Class Activity: Apply animation effects to the presentation

2.3.2 Add slide transition effects and timing to a presentation

- Add a transition to a slide
- Set the timing for a transition
- Add sound to slide transitions
- Preview a transition

Class Activity: Add slide transition effects and timing to a presentation

