



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

ICDL POWERPOINT INTERMEDIATE

This skills programme provides the learner with the skills to operate the MS PowerPoint presentation program at an intermediate level.

This skills programme is endorsed by SACE.

Programme Outcomes:

On completion of this skills programme, learners will be able to:

- work with presentations and save them in different file formats;
- choose built-in options such as the Help function within the application to enhance productivity;
- understand different presentation views and when to use them;
- choose different slide layouts and designs;
- enter, edit and format text in presentations;
- recognise good practise in applying unique titles to slides;
- choose, create and format charts to communicate information meaningfully;
- insert and edit pictures, images and drawn objects;
- apply animation and transition effects to presentations; and
- check and correct presentation content before finally printing and giving presentations.

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who have basic computer skills and want to learn how to create and edit presentations with charts, animations and graphics;
- individuals who are current MS PowerPoint users and want to strengthen or expand their knowledge of MS PowerPoint; and
- individuals who believe they already have most of the skills or knowledge taught in this course, but would like to obtain international certification.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



SACE

South African Council for Educators

Towards Excellence in Education

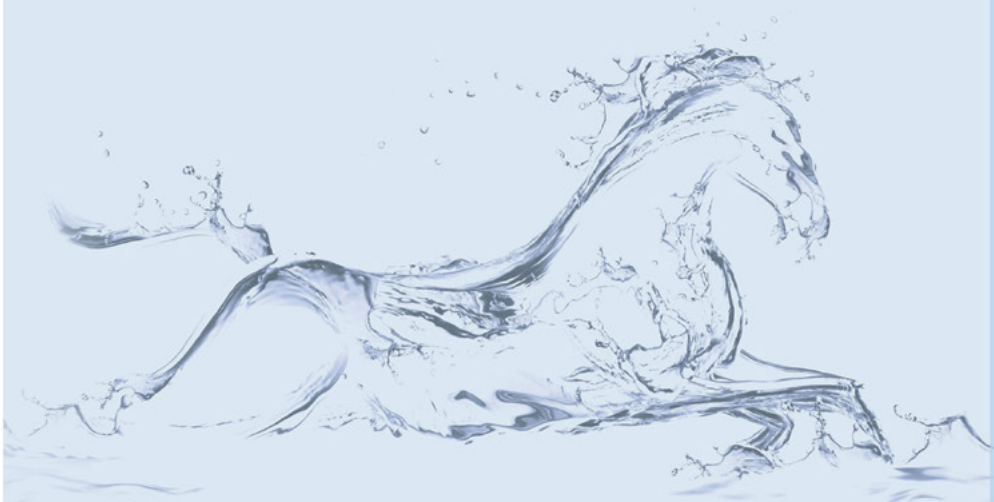
SACE APPROVED PROVIDER

Contact Us

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BENEFITS

The benefits of this skills programme include:

- knowledge of the use and capabilities of the MS PowerPoint program;
- improved efficiency in completing presentation development tasks; and
- enhanced presentation and visual communication of information.

ENTRY REQUIREMENT

It is assumed that learners accessing this skills programme:

- are competent in communication (NQF level 2); and
- have worked with MS PowerPoint before.

DURATION

Two day practical contact session.

ASSESSMENT

Learners will be assessed through completing a practical test.

PD POINTS

This is a SACE endorsed CPTD activity and the learner successfully completing the ICDL test will be awarded 15 professional development points.

Programme Outline

Learning Unit One Getting Started

- First steps in using MS PowerPoint
- Preference options - settings adjustment

Learning Unit Two Developing a Presentation

- Viewing a presentation
- Slides - adding, layout, changing, etc.
- Applying and using design template
- Master slide - inserting, adding and removing images, pictures, objects, graphs, footer texts, numbering and the date.

Learning Unit Three Text and Images

- Text input and formatting
- Selecting, inserting, importing and changing pictures and images
- Duplicating, moving and deleting pictures and images
- Using the clipboard

Learning Unit Four Charts, Graphs and Drawn Objects

- Creating, using and changing charts and graphs
- Organising charts
- Duplicating, moving and deleting charts
- Adding, inserting and changing drawn objects

Learning Unit Five Slide Show Effects

- Adding and changing a preset animation effect in a slide show
- Adding and changing a transition effect in a slide show

Learning Unit Six Prepare Output

- Preparing a presentation
 - Slide format
 - Spell check
 - Adding notes
 - Slide orientation and page size
 - Moving or copying a slide within a presentation or a slide from one presentation to another presentation
 - Deleting a slide using the drop down menu or using the Del key and deleting multiple slides (in one action)
- Printing options for a presentation
- Delivering a presentation
 - What is a slide show?
 - Hide function
 - Start a slide show from the beginning or on a specific slide
 - Display the slide show shortcuts
 - Move to the next slide or to the previous slide
 - Return to the first slide
 - Blank the screen to black or to white
 - Exit a slide show
 - The slide show 'right click menu'