

# ICDL MS POWERPOINT ADVANCED

This skills programme provides the learner with the advanced skills for operating a presentation program such as MS PowerPoint in order to become an expert user.



## PROGRAMME OUTLINE

### LEARNING UNIT ONE DESIGN CONSIDERATION

- Audience and environment
  - Plan a presentation with consideration given to the environment in which it will be delivered and the equipment needed
  - Design a presentation with consideration to the environment in which it will be delivered
  - Determine the needs of your prospective audience when designing a presentation, obtain their demographics by assimilation
  - Use colour in a presentation
- Delivery
  - Plan and design the presentation using a storyboard and time-line

#### » TARGET GROUP

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

- individuals who want to expand their knowledge of MS PowerPoint by learning the skills to accomplish advanced presentation tasks; and
- individuals who believe they already have most of the skills or knowledge taught in this course, but would like to obtain international certification.


#### » BENEFITS

The benefits of this skills programme include:

- improved efficiency in utilising MS PowerPoint to complete tasks; and
- the ability to build expert presentation slides and present information in a professional manner.

#### » 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.

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# PROGRAMME OUTLINE

## PROGRAMME OUTCOMES

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

- understand target audience and venue considerations in presentation planning;
- create and modify templates and format slide backgrounds;
- enhance a presentation using built-in drawing and image tools;
- apply advanced chart formatting features and create and edit diagrams;
- insert movies and sound and apply built-in animation features;
- use linking, embedding, importing and exporting features to integrate data; and
- work with custom slide shows, apply slide show settings and control a slide show.

## ENTRY REQUIREMENTS

It is assumed that learners accessing this skills programme are competent in:

- communication (NQF level 2); and
- MS PowerPoint Intermediate.

## DURATION

Four-day practical contact session.

## ASSESSMENT

Learners will be assessed through completing a practical test.

## LEARNING UNIT TWO

### SLIDES

- Setup of slides in a presentation - background, effects, images, etc.
- Export a slide in a specific format to a drive

## LEARNING UNIT THREE

### PICTURES, IMAGES AND DRAWN OBJECTS

- Manipulation of objects in a slide - converting, grouping, changing, etc.
- Effects that can be used on a picture, image, or drawn object - 3D, shadow, texture, pattern, etc.
- Edit images - cropping, re-scaling, rotating, etc.

## LEARNING UNIT FOUR

### CHARTS/GRAPHS

- Create, use, change and display charts and graphs
- Insert, change, use, draw and delete flowcharts

## LEARNING UNIT FIVE

### MULTIMEDIA

- Insert sound and videos
- Introducing animation

## LEARNING UNIT SIX

### MANAGING PRESENTATIONS

- Slide show control
- Create, edit and run a customised show

## LEARNING UNIT SEVEN

### RELATING INFORMATION

- Linking text from a document, a range from a worksheet or a spreadsheet generated chart into a slide as an object
- Update, modify and change data linked into a presentation

## LEARNING UNIT EIGHT

### MACROS

- Record, run and assign a macro