

POWERPOINT 2007 ADVANCED

Unit Standard	116930, 258880
NQF Level	3
Credits	8
Duration	0.5 Day
Pre-Requisite Training	Microsoft PowerPoint 2007 Intermediate

SYNOPSIS

This course provides delegates with an overview of the more advanced features and functions of Microsoft PowerPoint 2007. The delegate will learn how to collaborate on content creation, create custom elements that can be used in multiple presentations and customise the PowerPoint program.

COURSE OUTLINE - 2007

- Restrict access to a presentation;
- Insert review comments in a presentation;
- Use a document workspace;
- Create theme colors and fonts;
- View and change a presentation's master slides;
- Create a slide layout;
- Save a custom design template;
- Adapt a presentation for different audiences;
- Rehearse a presentation;
- Prepare speaker notes and handouts;
- Prepare a presentation for travel;
- Change default presentation options;
- Make favourite PowerPoint commands easily accessible;
- Make commands available with a specific presentation.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Configure and customise PowerPoint presentations;
- Create new themes
- Prepare effectively for a presentation;
- Review a presentation.

POWERPOINT 2010 ADVANCED

SYNOPSIS

This course provides delegates with an overview of the more advanced features and functions of Microsoft PowerPoint 2010. The delegate will learn how to collaborate on content creation, create custom elements that can be used in multiple presentations and customise the PowerPoint program.

COURSE OUTLINE - 2010

- Share and Review Presentations;
- Create Custom and Presentation Elements;
- Prepare for Delivery;
- Customise PowerPoint.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Collaborate with other people;
- Save presentations in other formats;
- Send presentations directly from PowerPoint;
- Password-protect presentations;
- Add and review comments;
- Merge presentation versions;
- Create theme colours and fonts;
- View and change slide masters;
- Create slide layouts;
- Save custom design templates;
- Adapt presentations for different audiences;
- Rehearse presentations;
- Prepare presentations for travel;
- Save presentations as videos;
- Change default program options;
- Customise the ribbon;
- Customise the Quick Access Toolbar.