

POWERPOINT 2007 INTERMEDIATE

Unit Standard	117923, 258880
NQF Level	2-3
Credits	8
Duration	1 Day
Pre-Requisite Training	Microsoft PowerPoint Introduction

SYNOPSIS

This course provides delegates with experience at creating more elaborate presentations in Microsoft PowerPoint 2007. The delegate will learn how to work with more sophisticated content and how to use graphic elements to create visually appealing presentations.

COURSE OUTLINE - 2007

- Insert and format a table;
- Insert and update an excel worksheet;
- Insert and format a chart;
- Insert and format a diagram;
- Covert existing bullet points into a diagram;
- Insert and modify pictures;
- Draw, modify and connect shapes;
- Insert and modify stylized text;
- Align and stack graphics;
- Animate slide elements;
- Add transition effects;
- Insert, play and modify sounds;
- Create a hyperlink;
- Attach an action to text or an object;
- Save a presentation for the Web;

COURSE OUTCOMES

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

- Work with organising data effectively;
- Insert and modify illustrations;
- Implement and work with audio visual effects;
- Work with transition and custom animation;
- Use hyperlinks to improve your presentation;
- Execute a professional presentation.

POWERPOINT 2010 INTERMEDIATE

SYNOPSIS

This course provides delegates with experience at creating more elaborate presentations in Microsoft PowerPoint 2010. The delegate will learn how to work with more sophisticated content and how to use graphic elements to create visually appealing presentations.

COURSE OUTLINE - 2010

- Add Tables;
- Fine-Tune Visual Elements;
- Add Other Enhancements;
- Add Animation;
- Add Sound and Movies.

COURSE OUTCOMES

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

- Insert and format tables;
- Insert and update Excel worksheets;
- Edit pictures;
- Customise diagrams;
- Format charts;
- Arrange graphics;
- Add WordArt text;
- Insert symbols and equations;
- Insert screen clippings;
- Create hyperlinks;
- Attach actions to text or objects;
- Use ready-made animations;
- Customise animation effects;
- Insert and play sounds;
- Insert and play videos.