

COURSE DURATION

24 hours / 17 hours

COURSE SYNOPSIS & OBJECTIVES

On completion of this unit, the learner will be able:

- 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 practice 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 AUDIENCE

This course is intended for learners who wish to equip themselves with the necessary knowledge and skills in using a presentation application. The skills include understanding fundamental presentation concepts, and using basic functions within the presentation application.

ASSUMED SKILLS AND KNOWLEDGE

- Operate a Personal Computer, use keyboard and mouse
- Read, write, speak and understand English (Work Place Literacy Level 4 – lower secondary level)

COURSE OUTLINE

1. Overview of Module

2. Getting Started

- Uses of PowerPoint
- Starting and Exit PowerPoint
- Create a New Presentation using default/installed templates
- Open and close a Presentation
- The PowerPoint Screen
- Using File Tab and Ribbons
- PowerPoint work area
- Changing PowerPoint views

- Using the Zoom Tool
- Changing PowerPoint Options
- Navigating between Slides
- Switching between Multiple Presentations
- Using Help

3. Developing A Presentation

- Inserting and Delete Slides
- Modifying Slide Layout

4. Manipulating Slides

- Changing Slide Background

- Applying a Theme
 - Master Slides
- 5. Slides Operations**
- Copying Slides
 - Deleting Slides
 - Moving Slides
- 6. Manipulating Text**
- Good practices when creating slide content
 - Good practice when adding slide title
 - Insert Text
 - Changing List Level
 - Deleting Text
 - Undo and Redo
 - Copying Text
 - Moving Text
 - Saving a Presentation
- 7. Font Formatting**
- Selecting Text
 - Formatting Text
 - Format Text using the Font dialog box
 - Insert symbols
- 8. Paragraph Formatting**
- Text Alignment
 - Line Spacing
 - Paragraph Spacing
 - Using Format Painter
 - Using Bullets & Numbering Lists
- 9. Charts**
- Inserting Charts
 - Add Data to a Chart
 - Format Chart
- 10. Tables**
- Create a Table
 - Enter and select data
 - Insert and delete rows and columns
 - Format table
- 11. PowerPoint Object**
- Inserting Pictures
 - Inserting Clip Art
 - Add and format lines
 - Inserting Shapes
 - Inserting Spreadsheet
- 12. Manipulating Illustrations**
- Selecting an illustration
 - Deleting an illustration
 - Moving and Copying an illustration
 - Resizing an illustration
 - Cropping or trimming portions of a picture
- 13. Formatting Shapes**
- Changing the Attributes of the Shape
 - Rotating Graphics
 - Layering Shapes
 - Aligning Shapes
 - Group and ungroup Shapes
- 14. Insert SmartArt**
- Insert SmartArt Graphics
 - Convert Text to SmartArt
- 15. Organisation Chart**
- Create an Organisation Chart
 - Insert Text/Label
 - Modify org chart structure
- 16. Slide Shows**
- To add further effects
 - To draw a motion path
 - Slide Show Transition Effect
 - Creating PowerPoint Notes
 - Headers and Footers
 - Spell-Checking
 - Hide and Unhide Slides
 - Setting Up a Slide Show
 - Running a Slide Show
- 17. Printing**
- Change Slide Set Up
 - Printing a Presentation