JAMES COOK INSTITUTE

ICDL

BASIC

ICDL - Perform Presentation Functions
(Microsoft PowerPoint) Core Level 2 Days

Description
On completion of this unit, the learner will have the knowledge and application skills in using a presentation application. The skills include understanding fundamental presentation concepts, and using basic functions within the presentation application.

Who is this Course For?
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.

Course 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.

Course Duration
17 Hours

Mode of Training
Classroom

Full Fee
$390
(Subject to 9% GST)

Nett Fee:
$425.10
(After GST)

Subsidies available: UTAP

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.

Visit our Website

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Course Content

Overview of Module
Learning Unit 1: 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
- Applying a Theme
- Master Slides
- Using the Zoom Tool
- Changing PowerPoint Options
- Navigating between Slides
- Switching between Multiple

Learning Unit 2: Presentations
- Using Help

Learning Unit 3: Developing A Presentation
- Inserting and Delete Slides
- Modifying Slide Layout

Learning Unit 4: Manipulating Slides
- Changing Slide Background
- Deleting an illustration
- Moving and Copying an illustration
- Resizing an illustration
- Cropping or trimming portions of a picture

Learning Unit 5: Slides Operations
- Copying Slides
- Deleting Slides
- Moving Slides

Learning Unit 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

Learning Unit 7: Font Formatting
- Selecting Text
- Formatting Text
- Format Text using the Font dialog box
- Insert symbols

Learning Unit 8: Paragraph Formatting
- Text Alignment
- Line Spacing
- Paragraph Spacing
- Using Format Painter
- Using Bullets & Numbering Lists

Learning Unit 9: Charts
- Inserting Charts
- Add Data to a Chart
- Format Chart

Learning Unit 10: Tables
- Create a Table
- Enter and select data
- Insert and delete rows and columns
- Format table

Learning Unit 11: PowerPoint Object
- Inserting Pictures
- Inserting Clip Art
- Add and format lines
- Inserting Shapes
- Inserting Spreadsheet

Course Content

Learning Unit 12: Manipulating Illustrations
· Selecting an illustration

Learning Unit 13: Formatting Shapes
· Changing the Attributes of the Shape
· Rotating Graphics
· Layering Shapes
· Aligning Shapes
· Group and ungroup Shapes

Learning Unit 14: Insert SmartArt
· Insert SmartArt Graphics
· Convert Text to SmartArt

Learning Unit 15: Organisation Chart
· Create an Organisation Chart
· Insert Text/Label
· Modify org chart structure

Learning Unit 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

Learning Unit 17: Printing
· Change Slide Set Up
· Printing a Presentation