# PowerPoint Level - 2 Intermediate

## What Can You Expect?
This course is for individuals who are interested in learning the fundamental skills needed to create and modify PowerPoint presentations. You should be comfortable in the Windows environment and attended PowerPoint Basic or have equivalent experience.

## Assessment Strategy
The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard. Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment
**SAQA ID:** 117923          **NQF Level:** 2          **Credits:** 5
**US Title:** Use a Graphical User Interface (GUI) – Based Presentation Application to Prepare and Produce a Presentation According to a Given Brief

## 2 Day Course Content

### The PowerPoint Environment
- Understand the Screen Layout
- Change Presentation Views
- Use PowerPoint's Help Options

### Creating a Presentation
- New, Insert Slides and Change Slide Layout
- Save a Presentation

### Modify a Presentation
- Open and Close an Existing Presentation
- Edit and Format Text

### Work with Graphics
- Create and Size Objects
- Move and Copy Objects
- Insert Clip Art Pictures and Pictures from File
- Format Objects and AutoShapes
- Format Clip Art
- Align and Distribute Objects
- Rotate and Flip Object
- Group and Ungroup Objects and Clip Art
- Add Effects
- Create and Manipulate WordArt

### Work with Text
- Create Bullet or Numbered List
- Adjust Line and Paragraph Spacing
- Create and Manipulate Word Tables in Slides

### Customise a Presentation
- Use Templates

### Adding Charts and SmartArt
- Create and Edit Charts
- Create and Edit SmartArt
- Create Effective Flow Charts

### Prepare to Deliver a Presentation
- Add Speakers Notes
- Add Slide Transition and Animated Effects
- Set Animation Order and Timing
- Hide and Redisplay Slides
- Set up a Presentation for Maximum Effect
- View Presentation and Use Presentation Tools
- Print Preview and Print Presentations
- Print an Outline, Handouts and Speakers Notes

### Customise the Environment
- Customise the Quick Access Toolbar
- Customise the Status Bar
- PowerPoint Options
- Compatibility Checker

## What Will I Take Back To Work With Me?
You will be able to create, edit and format a professional PowerPoint presentation.