

# PowerPoint Refresher

## What Can You Expect?

This course is designed for individuals who need to bridge gaps in their PowerPoint knowledge, prior to attending the advanced course. It is also suited to learners who are transitioning from earlier versions of PowerPoint. Learners will attain an Intermediate skill level on completion of this course.

## What Is Required From You?

You should be familiar with using a mouse and keyboard and be comfortable in the Windows environment. Self-taught or previous experience in PowerPoint.

## 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

## 1 Day Course Content

### Elements of the PowerPoint 2016 environment

- Identify the components of the user interface

### Creating and modify a presentation

- Create and save a presentation
- Insert slides and change slide layout
- Open and close an existing presentation
- Edit and format text

### Work with text

- Create bullet and numbered list
- Adjust line and paragraph spacing
- Create and manipulate word tables in slides

### Work with graphics

- Create and manipulate objects and autoshapes
- Insert online pictures and pictures from file
- Add and manipulate shadows and 3d effects
- Create and manipulate WordArt
- Create and modify word tables in slides
- Create and edit charts
- Create and edit SmartArt graphics
- Create effective flow charts

### Customise a presentation

- Use masters and templates
- Create a custom slide layout

### Prepare to deliver a presentation

- Add speakers notes
- Add slide transition and animated effects
- Set animation order and timing
- Rehearse slide show timing
- Hide and redisplay slides
- Create custom shows
- Set up presentation for maximum effect
- View presentation and use presentation tools
- Print preview and print presentations
- Print an outline, handouts and speakers notes

## What Will I Take Back To Work With Me?

The skills to create a professional PowerPoint presentation using commonly used PowerPoint features. You will be able to use transitions, animations and rehearse your timing on your presentation.



mictseta

MICTSETA Accreditation No:  
ACC/2007/00/367



KEYBASE  
TRAINING SOLUTIONS

[www.keybasepretoria.co.za](http://www.keybasepretoria.co.za)

Tel: 012 348 0099/0062  
Fax: 012 348 0046