

PowerPoint Level 1- Basic

What Can You Expect?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint presentations.

What Is Required From You?

You need to be familiar with using a mouse and keyboard and should be comfortable in the Windows environment. Ideally completed the Computer Literacy or Windows Introduction course or possess equivalent knowledge.

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: 116933

NQF Level: 1

Credits: 3

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Create and Edit Slide Presentations

1 Day Course Content

The PowerPoint Environment

- Start PowerPoint
- Identify Components of the User Interface
- Work with the Ribbon
- Use Commands on Contextual Tabs
- Change Presentation Views
- Use PowerPoint's Help Options
- Exit PowerPoint for Windows

Creating a Presentation

- Create a New Presentation
- Insert Slides and Change Slide Layout
- Save a Presentation in Various File Formats

Modify a Presentation

- Open and Close an Existing Presentation
- Edit and Format Text
- Apply a Theme

Work with Text

- Create Bullet and Numbered List
- Adjust Line spacing
- Use Find and Replace
- Check Spelling and Grammar

Work with Graphics

- Create and Size Objects
- Move Objects
- Insert Pictures from File
- Create and Edit SmartArt

What Will I Take Back To Work With Me?

This course will provide you with essential skills to create, edit and format a basic PowerPoint presentation. The foundational knowledge of this course provides a building block for further training in PowerPoint.



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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.



PowerPoint Level 3 - Advanced

What Can You Expect?

This course is designed for individuals who need to use PowerPoint at an Advanced level to create slide shows and presentations. You will learn how to modernise an existing presentation using advanced tools & techniques to keep it consistent, professional & incorporate various forms of graphics.

What Is Required From You?

You should have completed PowerPoint Intermediate or have experience and knowledge to an Intermediate skill level.

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: 116930

NQF Level: 3

Credits: 5

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Enhance Presentation Appearance

2 Day Course Content

Use Outline View to Create Presentations

- Create Slide Masters
- Create and Use Templates
- Create and Save a Theme
- Add Headers and Footers
- Create Handouts

Working with Objects

- Embed and Link Objects
- Add and Edit Comments
- Insert and Edit Videos
- Insert and Edit Audio
- Insert and Edit Hyperlinks
- Insert Screen Recording

Sections

- Insert and Rename Sections
- Preview Sections for Printing

Prepare Presentation

- Set up Slide Show
- Use Package for CD
- Protect a Presentation
- Mark a Presentation as Final

Import and Export

- Import Slides from File
- Import Slides from Outline
- Send Data to Microsoft Word
- Save Presentations as Slide Shows

What Will I Take Back To Work With Me?

You will be prepared and have the knowledge and skills to create a professional presentations using advanced PowerPoint features. You will now be able to use features to take your presentation to the next level: insert screen recordings, movies, sounds and hyperlinks as well as embed and link objects from external applications.



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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.



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