

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

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.

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

