

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

Sections

- Insert and Rename Sections
- Preview Sections for Printing

Import and Export

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

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

Prepare Presentation

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

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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