



## MS Powerpoint - Advanced



### TRAINING OPTIONS:

Online / Classroom - unaccredited  
Online / Classroom – accredited MICT SETA  
SAQA US116930, NQF3, Credits: 5 (MICT SETA) – Aa  
preparation for Microsoft Office certification exam

### WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ interactive classes
- ✓ Specialized manual and course materials

## Course Outline

### OVERVIEW

This version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible.

This course is intended to help all users get up to speed on many of the different features found in PowerPoint and to become familiar with its more advanced selection of features. This course will help users who need to produce and/or modify feature-rich presentations for specific audience needs.

We will cover how to change the PowerPoint environment, create customized design templates, manipulate graphics, using sound and video, customize slide shows, and more.

By the end of this course users should be comfortable with customizing design templates, implementing media and sound in a presentation, using collaboration tools, customizing slide shows in a number of different ways, as well as securing and distributing a presentation.

#### 1.) Modifying the PowerPoint Environment

After completing this module, the learner will be able to use more advanced customisation options that gives you access to all of the controls that you need in order to add or remove, commands, groups, and tabs.

- Advanced customization options
- The Customize Ribbon Category
- Customize the Quick Access Toolbar

## 2.) Customizing Design Templates

After completing this module, the learner will be able to create and use templates in a GUI based presentation application.

- Create a template for presentation purposes using available features
- Save a new template with a specific name in a specific folder
- Use a created template to produce a presentation which is saved using a specific name
- Edit a created template according to user requirements

## 3.) Manipulating graphical elements and drawn objects

After completing this module, the learner will be able to manipulate graphics/images and drawn objects. It is a well-known fact that people remember facts better when they are associated with pictures or objects. It is therefore wise to bring visual objects into your presentations, but make sure that they are applicable to the content and the message that you want to bring across.

- Group and ungroup drawn objects on a slide
- Distribute selected graphics/images and drawn objects relative to the space available on a slide
- Add or hide background graphics/images in slides
- Apply effects to drawn objects to enhance presentation
- Convert graphics/images to facilitate printing and factual requirements

## 4.) Working with Media

After completing this module, the learner will be able to use sound and video to enhance presentations. This is a great way to make your presentation more engaging for your audience.

- Add audio to a presentation
- Add video to a presentation

## 5.) Collaborating on a Presentation

After completing this module, the learner will be able to add comments, review their presentation and share presentations on the web.

- Add comments to a presentation
- Review a presentation
- Store and share presentations on the web

## 6.) Customizing a Slide Show

After completing this module, the learner will be able to customise and control a slideshow. With the help of PowerPoint one can present a story or even a product or a book in a way that people will remember it.

- Annotate a presentation
- Set up a slide show
- Create a custom slide show
- Add hyperlinks and action buttons
- Record a presentation

## 7.) Securing and Distributing a Presentation

After completing this module, the learner will be able to secure and present a presentation. As presentations can occasionally include sensitive information that is only intended for specific audiences, you can use a set of security features to control who can access a presentation.

- Secure a presentation
- Broadcast a slide show
- Create a video or a CD

## OUTCOMES

Upon completion of this course and successful assessment, learners will have acquired these skills

- Creating and using templates in a GUI based presentation application.
- Manipulating graphics/images and drawn objects.
- Using charts/graphs to enhance presentations.
- Using sound and video to enhance presentations.
- Customising and controlling a slideshow.

## CERTIFICATIONS

- Certificate of Attendance (SkillUp)
- Certificate of Competency from MICT SETA upon successful completion of the PoE process (moderated and found competent) for clients who specifically selected & paid for the accredited option.
- Microsoft Office PowerPoint 77-727 certification exam– certificate of completion for clients who specifically selected & paid for the exam option.

*Note: All certificates are electronically issued.*

## DURATION

1 Day classroom training, onsite or online



MCE: Microsoft Certified Educator  
Issuer: Microsoft



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