

PowerPoint Level 2 - Intermediate

What do I need?

Learners must be comfortable in the Windows environment and be able to use Windows to manage information

How long is the course?

2 Days

Who should attend?

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

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. Learners must complete PowerPoint Advanced should they wish to be found competent against this Unit Standard.

The PowerPoint Environment

- Start PowerPoint
- Understand the Screen Layout
- Change Presentation Views
- Use PowerPoint's Help Options
- Exit PowerPoint

Creating a Presentation

- Create a New Presentation
- 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