

# PowerPoint Level 3 - Advanced

## What do I need?

Learners must be comfortable in the Windows environment and be able to use Windows to manage information. Learners need to have completed PowerPoint Intermediate or have experience and knowledge to an Intermediate skill level.

## How long is the course?

1 Day

## Who should attend?

This course is designed for individuals who need to use PowerPoint at an Advanced level to create slide shows and 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 Intermediate should they wish to be found competent against this Unit Standard.

## Use Outline View to Create Presentations

Create Slide, Handout and Notes Masters

Create and Use Templates

Create and save a Theme

Add Headers and Footers

Create Handouts

Import Slides from File

Import Slides from Outline

Send Data to Microsoft Word

Send Presentation to Mail Recipient for Review

Save Presentations as Slide Shows

Check Compatibility

Embed and Link Objects

Add and Edit Comments

Insert and Edit Movies

Insert and Edit Sounds

Insert and Edit Hyperlinks

Insert Action Buttons and Change Settings

Create and Format a Photo Album

Use Package for CD

Protect a Presentation

Mark a Presentation as Final