



**This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.**

## **COURSE OUTLINE - 2011 MAC Microsoft PowerPoint Advanced Course**

This comprehensive PowerPoint Advanced MAC 2011 Course builds on the grounding which was learnt in the PowerPoint MAC Essentials and Intermediate 2011 courses.

The PowerPoint Advanced 2011 MAC course covers some of the more advanced features and functions of PowerPoint MAC 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 PowerPoint Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formula.

This course will prepare the delegate for more advanced PowerPoint MAC 2011 courses. The delegate receives a PowerPoint Advanced 2011 MAC manual and an electronic attendance certificate on completion of the PowerPoint Advanced 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com) for dates in your area?

## **Topic-Level Outline**

Spell checking a presentation  
Selecting objects  
Selecting multiple objects  
Selecting all objects  
Moving objects  
Copying objects  
Using the office clipboard  
Clipboard options  
Resizing objects

Arranging objects  
Bringing an object forward  
Sending an object back  
Grouping multiple objects  
Aligning multiple objects  
Rotating objects  
Deleting objects  
Oops! Undeleting  
Redoing an action

## TOC Continue...

Customizing objects	Removing tabs from the ruler
Changing outline/line color and style	Moving a tab stop position
Starting a new presentation	Drawing options
Switching between multiple presentations	Rotating objects
Outlining your presentation	Adjusting shapes
Displaying slide details	Attaching text to a shape
Adding a new slide	Aligning text within a shape
Promoting/demoting topics	Adding a table
Rearranging slides within the presentation	Creating a new table slide
Rearranging topics	Applying cell attributes
Removing a slide/bullet	Changing the table style
Adding headers & footers	Document recovery
Working with text charts	Accessing the master
Entering text	Creating a custom background
Using the text tool	Working with themes
Finding text	Working with templates
Replacing text	Creating a new presentation from a template
Changing the slide layout	Saving a presentation as a template
Resetting a slide	Changing fill colors
Saving a presentation	Adding a shape effect
Printing	Working with text
Adding/deleting slides	Changing fonts
Adding a new slide	Changing point size
Deleting a slide	Changing the font throughout a presentation
Working with bullet lists	Growing/shrinking the font size
Converting a block of text to a bullet list	Applying attributes
Hiding/showing bullets	Shadowing text
Adding a bullet list to an existing chart	Changing font color
Indenting a bullet point	Changing case
Out denting a bullet point	Applying multiple attributes
Changing the bullet style	Working with the mini toolbar
Drawing objects	Removing attributes
Drawing lines	Aligning text
Drawing an oval/circle	Vertically aligning text
Drawing rectangles/squares	Setting text direction
Drawing shapes	Adjusting line spacing
Accessing the complete list of shapes	Using the format painter
Using the text tool	Adding cell shading
Using the ruler	Adding borders
Setting tabs	

## TOC Continue...

Changing the pen style	Changing the type of chart
Changing the pen weight	Editing data
Changing the pen color	Parts of a chart
Adding special effects	Selecting chart objects
Merging cells	Changing the chart style
Splitting cells	Changing the chart layout
Moving a table	Sizing the chart
Resizing the table	Moving the legend
Deleting a table	Applying text attributes to chart objects
Working with clipart	Changing font & point size for chart text
Inserting clipart	Applying numeric formats to chart objects
Removing a clip art item	Customizing fill effects
Redefining your search	Customizing the outline
Additional clip art options	Adding a shape effect
Closing the clip art task pane	Creating a slide show
Working with word art	Adding transition effects
Changing outline color and style	Rehearse timings for the slide show
Changing fill colors	Hiding a slide
Adding a shape effect	Playing the slide show
Changing the word art style	Adding animation to text and objects
Changing text fill	Sending a presentation
Changing text outline	Inserting a hyperlink
Changing text effects	Creating web pages
Working with smarter	Fonts available for web pages
Working with charts	Saving your web page
Adding a chart to an existing slide	Packaging your presentation
Adding a chart title	Viewing the packaged presentation

**OFFSITE, OUR VENUE**, prices from R 2295 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

### MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

### SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

### SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

### DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports.

## CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives

Excel Automation

([Excel Automation](#))

## MS PROJECT

Get fast reports!

Master MS Project for quick info and outcomes

([MS Project](#))

## KEYBOARDING

Save time!

Learn to touch-type and be more accurate.

## EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.

Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



## CONTACT DETAILS

Arnold Muscat  
Direct 083 778 4903  
Email: [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com)  
Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector  
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679  
(Office Hours)  
Website: [www.collegeafricagroup.com](http://www.collegeafricagroup.com)  
CAG [Newsletter](#)