



**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 Essential Course**

This comprehensive course covers the fundamental features of PowerPoint 2011 for MAC, as well as exposing the delegate to some of the functions in MAC PowerPoint 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient PowerPoint 2011 MAC skills.

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

Running Microsoft PowerPoint  
The PowerPoint screen  
Opening a presentation  
Switching between multiple files  
Working with help  
Printing help topics  
Exiting help  
Screen tips  
Running a slide show  
Starting a slide show

Moving around within the slide show  
Using the pen  
Changing views  
Changing the viewing size  
Working with the slide sorter  
Rearranging slides  
Deleting an unwanted slide  
Working with the notes page view  
Working within the slide pane  
Customizing objects

## TOC Continue...

Changing outline/line color and style	Adding/deleting slides
Changing fill colors	Removing a clip art item
Adding a shape effect	Redefining your search
Working with text	Additional clip art options
Changing fonts	Closing the clip art task pane
Changing point size	Working with word art
Changing the font throughout a presentation	Changing outline color and style
Growing/shrinking the font size	Spell checking a presentation
Applying attributes	Selecting objects
Shadowing text	Selecting multiple objects
Changing font color	Selecting all objects
Changing case	The selection pane
Applying multiple attributes	Moving objects
Working with the mini toolbar	Copying objects
Removing attributes	Using the office clipboard
Aligning text	Clipboard options
Vertically aligning text	Resizing objects
Setting text direction	Arranging objects
Adjusting line spacing	Bringing an object forward
Using the format painter	Sending an object back
Starting a new presentation	Grouping multiple objects
Switching between multiple presentations	Aligning multiple objects
Outlining your presentation	Rotating objects
Displaying slide details	Deleting objects
Adding a new slide	Oops! Undeleting
Promoting/demoting topics	Redoing an action
Rearranging slides within the presentation	Adding a new slide
Rearranging topics	Deleting a slide
Removing a slide/bullet	Working with bullet lists
Adding headers & footers	Converting a block of text to a bullet list
Working with text charts	Hiding/showing bullets
Entering text	Adding a bullet list to an existing chart
Using the text tool	Indenting a bullet point
Finding text	Out denting a bullet point
Replacing text	Changing the bullet style
Changing the slide layout	Drawing objects
Resetting a slide	Drawing lines
Saving a presentation	Drawing an oval/circle
Printing	Drawing rectangles/squares
	Drawing shapes
	Accessing the complete list of shapes

TOC Continue...

Using the text tool	Changing the pen weight
Using the ruler	Changing the pen color
Setting tabs	Adding special effects
Removing tabs from the ruler	Merging cells
Moving a tab stop position	Splitting cells
Drawing options	Moving a table
Rotating objects	Resizing the table
Adjusting shapes	Deleting a table
Attaching text to a shape	Working with clipart
Aligning text within a shape	Inserting clipart
Adding a table	Changing fill colors
Creating a new table slide	Adding a shape effect
Applying cell attributes	Changing the word art style
Changing the table style	Changing text fill
Adding cell shading	Changing text outline
Adding borders	Changing text effects
Changing the pen style	

**OFFSITE, OUR VENUE**, prices from R 1895 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

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

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## KEYBOARDING

Save time!  
Learn to touch-type and be more accurate.

## MS PROJECT

Get fast reports!  
Master MS Project for quick info and outcomes  
([MS Project](#))

## 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

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