



MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group - PowerPoint Basic

This course covers PowerPoint and covers many features of the package. This is an intense one day course which will provide the delegate with the essential PowerPoint skills necessary for the work environment and a good grounding for the advanced course. The delegate receives a manual and an electronic attendance certificate.

PowerPoint Basics

- Starting PowerPoint
- Opening an Existing Presentation
- Navigating Around a Presentation
- Using Different PowerPoint Views
- Saving a Presentation
- Closing a Presentation

Creating a Presentation

- Beginning a New Presentation
- Adding Text and Slides
- Editing Text and Slides

Enhancing a Presentation

- Changing Text Appearance
- Changing Slide Sequence
- Creating Notes Pages and Handouts
- Checking Your Work

Adding Visual Interest

- Drawing Objects
- Editing Objects
- Adding Text to Objects
- Adding Images to Slides

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