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

College Africa Group - PowerPoint Comprehensive

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 PowerPoint skills necessary for the work environment. The delegate receives a manual and an electronic attendance certificate.

- Starting PowerPoint
  - o Open an Existing Presentation
  - o Navigate around a presentation
  - o Use different views
  - o Save a Presentation
  - o Close PowerPoint
- Creating a Presentation
  - o Create a Presentation
  - o Add Text and Slides
  - o Edit Text and Slides

- Enhancing a Presentation
  - o Change Text Appearance
  - o Change Slide Sequence
  - o Create Notes Pages and Handouts
  - o Check your Work
- Adding Visual Interest
  - o Draw Objects
  - o Edit Objects
  - o Adding Text to Objects
  - o Inserting Pictures

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Committed to skill development in the media, advertising and ICT sector
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