



Overview

Welcome to the third part of our **Microsoft Office PowerPoint** training program. This version of PowerPoint incorporates some **new features and connectivity options** in an effort to make collaboration and production as easy as possible.

This course is intended to help all users **get up to speed** on many of the different features found in PowerPoint and to become familiar with its **more advanced selection of features**. This course will help users who need to **produce and/or modify feature-rich presentations** for specific audience needs.

We will cover how to change the **PowerPoint environment**, **create customized** design templates, **manipulate graphics**, using **sound and video**, customize slide shows, and **more**.

By the end of this course users should be comfortable with **customizing design templates, implementing media** and sound in a presentation, using **collaboration tools, customizing slide shows in a number of different ways**, as well as **securing and distributing a presentation**.

Features and Benefits

1. This is an authorised **Microsoft Official Course (MOC)**, a preparation course for **MOS: Microsoft Office PowerPoint 77-729** certification exam.



2. This course is accredited with **MICT SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard 116930**.



3. Learnfast offers **accredited courses** for clients who choose the credit-bearing option. An **additional fee** is payable for accredited courses & exam vouchers.
4. Get **12 months** access to your course via our **myWay Learning Platform** that includes video lectures, extra resources, questionnaires and much more.
5. Take full advantage of our new **Hybrid Learning** by attending **on campus or virtually**. Have all your classes ready to be **downloaded and watched**, anytime, anywhere.



6. Attendees will learn **practical skills** which can be applied in the work environment.
7. Earn your own income by becoming a consultant in this field of expertise.
8. Complete all three levels of PowerPoint training and prepare to write the internationally recognized Microsoft Office Specialist (MOS) examination.



Course Prerequisites

It is assumed that the learner:

- Has completed PowerPoint Intermediate or have equivalent experience.
- Has an understanding and basic experience with Microsoft PowerPoint.
- Has mathematical literacy and communication skills at least at NQF level 2.
- Is competent in ID 117923: Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief



Duration

In Class/Virtual Class, Hybrid Learning **1 Day** (08:30 – 16:00) Classes are presented via our **Hybrid Learning** allowing learners the **flexibility** to attend on campus or in the comfort of their home or workplace.

Online, Mentored Learning **12 Months** Self-paced, access **anytime, anywhere** via our myWay Learning Platform.



Payment Options

Full course fee payable upfront or apply for our 3 Month Finance Option (Deposit R2000 upfront, 3 Months' payment terms)

An **additional fee** is payable for accredited courses & exam vouchers.

Course Accreditations



Accredited By

MICT SETA: ACC/2012/07/748
Microsoft Learning partner

Unit Standards

US116930, NQF3, Credits: 5



Microsoft Certification

Microsoft Office Specialist (MOS) Certification upon successful completion of the international exam

For more information, please contact a student advisor:

JHB: 012 262 2054 | Cape Town: 021 531 6803 | info@learnfast.co.za | www.learnfast.co.za



Course Outline

Module 1: Modifying the PowerPoint Environment

After completing this module, the learner will be able to use more advanced customisation options that gives you access to all of the controls that you need in order to add or remove, commands, groups, and tabs.

- Advanced customization options
- The Customize Ribbon Category
- Customize the Quick Access Toolbar

Module 2: Customising Design Templates

After completing this module, the learner will be able to create and use templates in a GUI based presentation application.

- Create a template for presentation purposes using available features
- Save a new template with a specific name in a specific folder
- Use a created template to produce a presentation which is saved using a specific name
- Edit a created template according to user requirements

Module 3: Manipulating graphical elements and drawn objects

After completing this module, the learner will be able to manipulate graphics/images and drawn objects. It is a well-known fact that people remember facts better when they are associated with pictures or objects. It is therefore wise to bring visual objects into your presentations, but make sure that they are applicable to the content and the message that you want to bring across.

- Group and ungroup drawn objects on a slide
- Distribute selected graphics/images and drawn objects relative to the space available on a slide
- Add or hide background graphics/images in slides
- Apply effects to drawn objects to enhance presentation
- Convert graphics/images to facilitate printing and factual requirements

Module 4: Working with Media

After completing this module, the learner will be able to use sound and video to enhance presentations. This is a great way to make your presentation more engaging for your audience.

- Add audio to a presentation
- Add video to a presentation

Module 5: Collaborating on a Presentation

After completing this module, the learner will be able to add comments, review their presentation and share presentations on the web.

- Add comments to a presentation
- Review a presentation
- Store and share presentations on the web

Module 6: Customizing a Slide Show

After completing this module, the learner will be able to customise and control a slideshow. With the help of PowerPoint one can present a story or even a product or a book in a way that people will remember it.

- Annotate a presentation
- Set up a slide show
- Create a custom slide show
- Add hyperlinks and action buttons
- Record a presentation

Module 7: Securing and Distributing a Presentation

After completing this module, the learner will be able to secure and present a presentation. As presentations can occasionally include sensitive information that is nly intended for specific audiences, you can use a set of security features to control who can access a presentation.

- Secure a presentation
- Broadcast a slide show
- Create a video or a CD



Delivery Methods

- Campus-based
- On-Site
- Virtual Live
- Online Self-paced



What you get

On completion the learner will earn:

- **Certificate of Completion** from Microsoft
- **Certificate of Competency** from MICT SETA upon successful completion of the PoE process (Moderated and found competent)

Note: All certificates are electronically issued.



Outcomes and Objectives

Upon completion of this course and successful assessment, learners will have acquired these skills

- Creating and using templates in a GUI based presentation application.
- Manipulating graphics/images and drawn objects.
- Using charts/graphs to enhance presentations.
- Using sound and video to enhance presentations.
- Customising and controlling a slideshow.

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