

## [AVWSQ-PPT13Advanced]: WSQ ICDL® Microsoft PowerPoint 2013 Advanced

Length	: 2 Days
Audience(s)	: Mix from various companies, industries, and departments
Level	: Supervisory, Operations
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

### Course Overview

An advanced course preparing participants to advanced presentation features and functionality.

### Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

### At Course Completion

Participants will have the knowledge and application skills in using a presentation application at an advanced level. The skills include understanding presentation planning and design considerations, and using presentation application advanced features to produce advanced presentation outputs

### Pre-Requisites

Participants already with PowerPoint basic proficiency

### Course Outline

#### Section 1: Preparation

##### Lessons

- Plan A Presentation
- Colour scheme and background
  - Themes
  - Customize color schemes
  - Background colour
- Working with master slides
  - Customizing slide master
  - Formatting master slides
  - Adding a new slide master
  - Create new slide layout
- Working with templates

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- Using templates
  - Create and save a template
- Inserting slides
  - Inserting new slides
  - Insert outline text from word

### Exercise 1

#### Section 2: Images & Drawn Objects

##### Lessons

- Drawing shapes
  - Working with drawing objects
- Editing drawn objects
  - Editing shapes
  - Arranging shapes
  - Grouping and ungrouping shapes
  - Aligning and positioning shapes
- Editing images
  - Cropping pictures
  - Rotating and flipping images
  - Correcting pictures
  - Recolouring pictures
  - Change object background
  - Saving images in different file formats
  - Saving slide as different format

### Exercise 2

#### Section 3: Charts and Diagrams

##### Lessons

- Combination charts
  - Creating combination charts
  - Editing charts
  - Chart layouts
  - Formatting charts
- Create diagrams
  - Working with flowchart
  - Create other diagrams
  - Managing existing diagram

### Exercise 3

#### Section 4: Multimedia

##### Lessons

- Inserting movies and sounds
  - Insert movies
  - Insert sounds

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- Animation settings
  - Change animations settings
- Animation sequence
  - Change the sequence of custom animation
- Animating charts

#### Exercise 4

#### Section 5: Slide Shows

##### Lessons

- Customs Shows
  - Create customs shows
  - Edit custom shows
  - Running a custom show
- Action buttons
  - Inserting action buttons
  - Modify action button settings
- Slide transitions
  - Apply slide transitions
  - Customizing transition duration and timing
- Set up slide show
  - Setting up slide show
- Run slide show using various techniques
  - Presentation tools and features
  - Display a black / white screen or taskbar
  - Pause and resume slide show
  - Presenter view

#### Exercise 5

#### Section 6: Linking

##### Lessons

- Hyperlink
  - Inserting and editing hyperlink
- Linking and embedding data
  - Linking data
  - Managing linked data
  - Embedding data
- Importing and exporting
  - Merging slides

#### Exercise 6

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