

[AVWSQ-PPT16Basic]: WSQ ICDL® Microsoft PowerPoint 2016 Basic

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|-----------------|---|
| Length | : 2 Days |
| Audience(s) | : Information workers who need to prepare and conduct presentations |
| Level | : Entrant |
| Technology | : Microsoft PowerPoint 2016 |
| Delivery Method | : Instructor-led (Classroom) |

Course Overview

A basic course preparing participants to perform presentation functions.

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. The skills include understanding fundamental presentation concepts, and using basic functions within the presentation application.

Pre-Requisites

Users are able to operate a personal computer.

Course Outline

Section 1: Getting Started

Lessons

- Introduction
 - Good Practices in Creating Slides and Slide Contents
 - Starting PowerPoint 2016
- Exploring the PowerPoint 2016 interface
 - Title Bar
 - The Ribbon
 - Quick Access Toolbar
 - Slides Pane
 - Notes Pane
 - Status Bar
 - The Zoom Tool
- Presentation Views
 - Using Normal View
 - Using Outline View

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- Using Slide Sorter View
 - Using Notes Page View
 - Using Reading View
- Using the Help function
- Working with Presentation files
 - Create and Save a Presentation File
 - Adding Presenter Notes to Slides

Exercise 1.1

Exercise 1.2

Section 2: Working with Slides

Lessons

- Managing Slides
 - Understanding Slides and Slide Layouts
 - Organising Slides
- Customising Slides
 - Slide Background
 - Applying Themes

Exercise 2

Section 3: Working with Texts

Lessons

- Text Basics
 - Adding Content
 - Selecting Text and Objects
 - Using Cut, Copy and Paste
 - Using Undo and Redo
 - Checking your Spelling
- Bullets and Numbers
 - Adding Bullets and Numbers
 - Modifying the Appearance of List

Exercise 3

Section 4: Slide Formatting

Lessons

- Formatting Text
 - Font Formatting
 - Clearing Formatting
 - Paragraph Formatting
- Slide Master
- Headers and Footers

Exercise 4

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Section 5: Working with Objects

Lessons

- Image Files
 - Inserting Pictures
 - Modifying Pictures
- Shapes
 - Drawing Shapes
 - Inserting Text Boxes
 - Formatting Drawn Objects
 - Grouping and Ungrouping Drawn Objects
 - Aligning Objects
- Organisation Charts
 - Creating Organisation Charts
 - Modify Organisation Charts

Exercise 5

Section 6: Tables and Charts

Lessons

- Tables
 - Inserting Tables
 - Modifying Tables
- Insert Spreadsheet File
- Charts
 - Inserting Charts
 - Formatting Charts

Exercise 6

Section 7: Slide Show and Printing

Lessons

- Presenting a Slide Show
 - Slide Show Setup Options
- Slide Transitions
 - Applying Transitions
 - Modifying Transitions
- Hiding Slides
- Animations
 - Applying Animations
 - Removing Animations
- Printing
 - Slide Setup
 - Print Presentation

Exercise 7

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