



Course Name: MS PowerPoint (Level 1) – 5 credits – US 117923.
MS PowerPoint (Level 2) – 5 credits – US 116930.

Part-Time OR MS PowerPoint (Level 1) - 1 Day.
Full-Time: MS PowerPoint (Level 2) – 1 Day.

MS Powerpoint (Introduction)

Description

Complete the course in MS PowerPoint (Introduction) and you will learn how to develop your own professional slide presentation.

Course Outcomes

- Demonstrate presentation development skills.

**Use a presentation application to prepare and produce a presentation according to a given brief.
(4 Credits - Unit Standard 117923)**

- Prepare and produce a presentation according to a specified brief.
- Adjust settings to customize the view and preference of the presentation application.
- Work with multiple presentations.
- Format a presentation.
- Use special presentation effects.
- Apply special formatting to a presentation.
- Print presentation notes and handouts.
- Customise a presentation for a specified purpose.

Assessment.

The learner will be required to complete an assessment.

MS Powerpoint (Intermediate)

Description

This course will enhance a learner's efficiency and skills in any work environment as it will enable him to use PowerPoint to prepare a dynamic presentation.

Course Outcomes.

- Demonstrate intermediate presentation skills.

**Use a presentation application to enhance presentation appearance.
(5 credits – Unit Standard 116930)**

- Create a chart/graph in a presentation.
- Create an organizational chart in a presentation.
- Create a drawing in a presentation.
- Import images into a presentation.
- Images and objects are manipulated in presentation.
- Animation effects and transitions are applied or added to a presentation.
- Master slides are customized within a presentation.

Assessment.

The learner will be required to complete an assessment.

