

[AVWSQ-PPT16Advanced]: WSQ ICDL® Microsoft PowerPoint 2016 Advanced

Length	: 2 Days
Audience(s)	: Mix from various companies, industries, and departments
Level	: Supervisory
Technology	: Microsoft PowerPoint 2016
Delivery Method	: Instructor-led (Classroom)

Course Overview

An advanced course preparing participants to perform advanced 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 manipulate numbers at a proficiency level equivalent to ES WSQ WPN 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

Users with PowerPoint basic proficiency.

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Course Outline

Section 1: Preparation

Lessons

- Plan a Presentation
- Colour Scheme and Background
 - Themes
 - Customise Colour Schemes
 - Background Colour
- Working with Master Slides
 - Customising Slide Master
 - Formatting Master Slides
 - Adding a New Slide Master
 - Create New Slide Layout
- Working with Templates
 - Using Templates
 - Create and Save a Template
- Inserting Slides
 - Inserting New Slides
 - Insert Outline Text from Word

Exercise 1

Section 2: Images and 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 File Formats

Exercise 2

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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
- Animation Settings
 - Change Animation Settings
- Animation Sequence
 - Change the Sequence of Custom Animation
- Animating Charts

Exercise 4

Section 5: Slide Shows

Lessons

- Custom Shows
 - Create Custom Shows
 - Edit Custom Shows
 - Running a Custom Show
- Action Buttons
 - Inserting Action Buttons
 - Modify Action Button Settings
- Slide Transitions
 - Apply Slide Transitions
 - Customising Transition Duration and Timing
- Set Up Slide Show
 - 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

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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**AVANTUS TRAINING PTE LTD**

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