

# Microsoft PowerPoint Advanced Course Schedule

Unit Standard: 258880

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## Course Schedule

1. Creating Templates
2. Customising existing templates
3. Advanced graphic and image manipulation
4. Using effects to enhance a presentation
5. Methods of building charts
6. Chart interaction with other programs
7. Formatting charts to suit your presentation
8. Using sound in a presentation
9. Using movies and moving objects in a presentation
10. Adding narration to a presentation
11. Ensuring presentations meet user requirements
12. Adding / Using hyperlinks and buttons in a slide show
13. Setting and amending presentation timings
14. Customising a slide show for the audience
15. Creating videos using slides

### ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of  
submitted POE's @ R250 pp*

# Sankin Computer Training