

Microsoft PowerPoint Intermediate Course Schedule

Unit Standard: 117923

Course Schedule

1. Prepare and produce a presentation according to a specified brief.
 2. Adjust set tings to customise the view and preferences of the presentation application.
 3. Work with multiple presentations
 4. Format a presentation according to given specifications.
 5. Use special presentation effects.
 6. Apply special format ting to a presentation, according to given specifications, to enhance the presentation.
 7. Customise a presentation for a specified purpose.
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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 included*

Sankin Computer Training