

Microsoft PowerPoint Introduction Course Schedule

Unit Standard: 116930

Course Schedule

1. Understanding MS PowerPoint
2. Explaining the MS PowerPoint Screen
3. Creating presentations
4. Adding a chart to a presentation
5. Formatting a chart in a presentation
6. Using SmartArt
7. Formatting SmartArt
8. Drawing and using Shapes in presentations
9. Formatting Drawings and Shapes in presentations
10. Adding Images to a presentation
11. Formatting Images in a presentation
12. Creating a Master Slide
13. Adding images to a master slide
14. Formatting a master slide
15. Animating a presentation
16. Using Slide Transition

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