



MICROSOFT POWERPOINT PRESENTATIONS





OVERVIEW

Course Description

PowerPoint Presentations is a core computer skill used by a majority of people to present ideas and communicate information. The use of PowerPoint Presentation software in today's working environments is multifold. PowerPoint is used to enhance the delivery of information by a speaker or used to convey information remotely. It is used to create diagrams, posters, and design fliers, making them a valuable skill for the workplace. In this course you will learn the technical skills required to create presentation content, appealing presentation styles and see how PowerPoint can create a more interactive experience for audiences using animations and transitions.

AWARDED

A hard copy of the UK endorsed certificate to successful candidates that are enhanced with this course

WHO IS IT FOR



Powerpoint is a presentation program used to make presentation for personal and professional purposes.
_It is for anyone who wants to learn Powerpoint.

ENTRY REQUIREMENTS

For the Presentations you will be required to have:

_English language: Applicants will be required to provide evidence of their proficiency
-Basic knowledge of computers (such as turning a computer on or off, launching, applications, browsing through files etc.).

ASSESSMENT



INTRO TO POWERPOINT

_Assessment for this course will involve a coursework assignment, submitted at the end of the course.

-Quiz examination

Assessment criteria is based on:

Distinction/Merit/Pass/Fail

PROGRESSION

Attendees of this course could potentially progress to:

- Word (branch)
- Access (branch)
- Excel & Spreadsheet (branch)
- Outlook (branch)
- IT Fundamentals (branch)



Students attending the course will:

1. Learn how to use Microsoft PowerPoint to create presentations.
2. Create content in presentation documents.
3. Format and style presentations.
4. Make presentations interactive through animations and transitions.
5. Use the output features of PowerPoint to share a presentation.

List of Modules

- Introduction to Presentations
- Menus & Selections
- Formatting: Text and Paragraph
- Design & Style
- Images & Shapes
- Tables & Illustrations
- Animations & Transitions
- Output

FOR MORE INFORMATION:



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