

# ECDL Advanced Presentations (PowerPoint)

## Module Goals

Advanced Presentation requires the candidate to understand presentation planning and design considerations and use the presentation application to produce advanced presentation outputs. The candidate shall be able to:

- Understand target audience and venue considerations in presentation planning.
- Create and modify templates and format slide backgrounds.
- Enhance a presentation using built-in drawing and image tools.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert movies and sound and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data.
- Work with custom slide shows, apply slide show settings, and control a slide show.

## Module Chapters

1. Presentation Planning
2. Slide Masters & Templates
3. Graphical Objects
4. Charts & Diagrams
5. Multimedia
6. Enhancing Productivity
7. Managing Presentations

## Additional Course Information

Estimated learning time: 45 hours

Versions available: 2003, 2007, 2010, 2013, 2016

Software needed: Microsoft Office Professional

Examinations: 1 hour, mock test available

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

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## Progression Options

**Certificate IT User Skills (ECDL Advanced)** - all 5 advanced modules.

ECDL Advanced Spreadsheets

ECDL Advanced Word Processing

ECDL Advanced Databases

ECDL Advanced Improving Productivity

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



## Rewards Training

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