

Presentations Level 1

Module Goals

This module sets out essential concepts and skills relating to basic presentations using Microsoft PowerPoint. Successful candidates will be able to:

- Identify the types of information that are used in a presentation: text, numbers, images.
- Be able to create a new presentation and save it observing any local guidelines and conventions
- Be able to copy, cut and paste text between slides
- Know how to change slide layouts to suit data: images, videos, text, charts
- Recognise formatting that can maximise the effectiveness of a presentation
- Insert, move and crop images in a presentation
- Use built in text and grammar check and correct errors
- Print handouts and notes pages
- Run a slide show

Module Chapters

1. Introduction to Presentation Software
2. Storage and Retrieval
3. Use Presentation Software Tools to Edit Slides
4. Check & Print

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Databases Level 1

Improving Productivity Using IT Level 1

Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

Online Essentials Level 1



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