

Presentations Level 2 (PowerPoint)

Module Goals

This module sets out essential concepts and skills relating to demonstrating competence in using presentation software. Successful candidates will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- Insert and edit pictures, images and drawn objects.
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

Module Chapters

1. Using the Application
2. Developing a Presentation
3. Text
4. Charts
5. Prepare Outputs

Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Spreadsheets Level 2

Improving Productivity Level 2

ECDL Advanced Presentations

Microsoft Office Specialist



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