

# ICDL Module 6: ES WSQ - Perform Presentation Functions (Microsoft PowerPoint 2007 Fast Track) - Operations Level

## Course Aims

This course provides the basis for the practice-based test for ICDL Module 6 Presentation exam.

The exam requires the candidate to demonstrate competence in using presentation tools on a personal computer. The candidate shall be able to accomplish basic tasks such as creating, formatting and preparing presentations for distribution and display. The candidate shall demonstrate the ability to create a variety of presentations for different target audiences or situations. The candidate shall demonstrate the ability to accomplish basic operations with graphics and charts and to use various slide show effects.

## Pre-requisites

An understanding of Windows / MS PowerPoint 2002/2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	2 Days / 16 Hours	9:00 am to 6:00 pm

### Module 1. Getting Started

- Starting PowerPoint
- The PowerPoint Screen
- Presentations
- Menus
- Toolbars
- Help
- Preferences
- Closing PowerPoint
- Revision
- Revision

### Module 2. Slides & Presentations

- Views
- Slide View
- Outline View
- Slide Sorter View
- Notes Page View
- Slide Show
- Saving a Presentation
- Closing a Presentation
- Opening Presentations
- New Presentations
- Creating a Presentation
- Adding and Deleting Slides
- Changing Slide Layout
- Background Colour
- Revision
- Revision

### Module 3. Formatting

- Formatting: Font & Size
- Undo and Redo
- Applying Text Effects
- Alignment, Spacing & Case
- Bullets
- Cut & Paste
- Copy & Paste
- Animation Schemes
- Custom Animation

- Spell Checking
- Master Pages
- Headers & Footers
- Revision
- Revision

### Module 4. PowerPoint Objects

- Organisation Charts
- Modify Organisation Chart
- Inserting Images
- Manipulating Images
- Animating Images
- 47 – Tables
- Spreadsheets
- Charts
- Formatting Charts
- Adding Chart Labels
- Drawing & Objects
- Formatting Drawn Objects
- Rotate or Flip Objects
- Manipulating Objects
- Arranging Objects
- Grouping Objects
- Colours and Lines
- Importing Images
- Revision
- Revision
- Revision

### Module 5. Slide Shows

- Output Format
- Slide Design
- Setting up a Slide Show
- Slide Transition
- The Presentation
- Printing
- Revision