

ICDL Module 6: ES WSQ - Perform Presentation Functions (Microsoft PowerPoint 2010 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 2003/2007 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