

ICDL Module 6: ES WSQ - Perform Advanced Presentation Functions (Microsoft PowerPoint 2007 Fast Track) - Supervisory 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 advanced presentation tools on a personal computer. 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 advanced operations with graphics and charts and to use various slide show effects.

Pre-requisites

Competency in Module 6: Perform Presentation Functions Operations Level will be an added advantage

Level	Duration	Time
Advanced	2 Days / 16 Hours	9:00 am to 6:00 pm

Module 1. Design Consideration

- Colour Scheme and Accessibility
- Background Effects
- The Slide Master
- Bullet Levels
- The Title Master
- Creating a Template
- Using a Template
- Inserting Text
- Inserting Slides
- Revision

Module 2. Image and Drawn Objects

- Drawing Objects
- Object Backgrounds
- Rotating or Flipping Objects
- Recolouring Pictures
- Converting Pictures
- Background Graphics
- Arranging Objects
- Cropping Images
- Editing Images
- Different Image Formats
- Revision

Module 3. Charts

- Combination Charts
- Editing Charts
- Animation Charts
- Creating a Flowchart
- Amending a Flowchart
- Creating Other Diagrams
- Revision

Module 4. Multimedia

- Inserting Sounds
- Inserting Movies
- Introducing Animation
- Animation Sequences
- Revision

Module 5. Slide Shows

- Action Buttons
- Editing an Action Button
- Custom Shows
- Running a Custom Show
- Applying Transitions
- Applying Timings
- Setting Up a Slide Show
- Slide Show Techniques
- Revision

Module 6. Linking

- Embedding
- Linking Text
- Linking to a Chart
- Linking to a Worksheet Range
- Linking to a Image File
- Modifying Linked Data
- Managing Links
- Saving a Slide as a Image
- Revision