

PowerPoint Level 1- Basic

What Can You Expect?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint presentations.

What Is Required From You?

You need to be familiar with using a mouse and keyboard and should be comfortable in the Windows environment. Ideally completed the Computer Literacy or Windows Introduction course or possess equivalent knowledge.

Unit Standard Alignment

SAQA ID: 116933

NQF Level: 1

Credits: 3

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Create and Edit Slide Presentations

1 Day Course Content

The PowerPoint Environment

- Start PowerPoint
- Identify Components of the User Interface
- Work with the Ribbon
- Use Commands on Contextual Tabs
- Change Presentation Views
- Use PowerPoint's Help Options
- Exit PowerPoint for Windows

Creating a Presentation

- Create a New Presentation
- Insert Slides and Change Slide Layout
- Save a Presentation in Various File Formats

Modify a Presentation

- Open and Close an Existing Presentation
- Edit and Format Text
- Apply a Theme

Work with Text

- Create Bullet and Numbered List
- Adjust Line spacing
- Use Find and Replace
- Check Spelling and Grammar

Work with Graphics

- Create and Size Objects
- Move Objects
- Insert Pictures from File
- Create and Edit SmartArt