



Powerpoint - Level 2

Description

Shows the learner how to produce high-quality presentations using a variety of tools including tables, charts, effects, graphs and drawn objects.

Skills Required

An understanding of Powerpoint is required because the ultimate goal is to bring about improvements, in terms of productivity levels, helping professionals create presentations more quickly and effectively.

Units

- ◇ Title and Slide Master
- ◇ Understand Objects
- ◇ Powerpoint Views
- ◇ Work with Slides
- ◇ Formatting
- ◇ Tables and Organisation Charts
- ◇ Enhancing Objects - Transitions and Effects
- ◇ The Slide Show

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

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Powerpoint Level 2 Course Content

Title and Slide Master

- Create a Title Master
- Create a Slide Master
- Format the Title Slide
- Format the Slide Master
- Insert a Picture for All Slides
- Insert a Picture for a Title Slide only.

Understand Objects

- Select Objects
- Copy Objects
- Move Objects
- Delete Objects
- Resize Objects
- Rotate or Flip Objects
- Arrange Objects
- Group and Ungroup Objects
- Resize a Picture
- Copy a Picture

Powerpoint Views

- Normal View
- Slide Sorter View
- Slide Show
- Notes Page View

Work with Slides

- Add a New Slide
- Change the Layout of a Slide
- Insert a Slide
- Delete a Slide
- Move a Slide
- Hide and Un-hide a Slide
- Copy a Slide
- Save a Slide

Formatting

- Format Text
- Line Spacing
- Background Colours
- Bullet Styles

Tables, Charts and Organisation Charts

- Create a Table
- Create an Organisation Chart
- Add a Subordinate or Co-Worker
- Delete a Subordinate or a Co-Worker
- Create a Chart
- Chart Options
- Format a Chart
- Edit an Existing Chart

Enhance Objects—Transitions and Effects

- Add Transitions to Slides
- Add Timings to Slides
- Add Animation Effects to Slides
- Add Sound and Multimedia Effects to Slides
- Automate a Slide Show

The Slide Show

- View the Slide Show
- Loop the Slide Show
- Slide Orientation
- Zoom Control
- Print Individual Slides
- Print the Slide Show



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