

Module Overview - Presentation

The Presentation module allows candidates to understand the concept of presentations and to demonstrate competence in using presentation software.

Module Outline

Category	Skill set
Using the application	<ul style="list-style-type: none"> Working with presentations Enhancing productivity
Developing a presentation	<ul style="list-style-type: none"> Presentation views Slides Master slide
Text	<ul style="list-style-type: none"> Handling text Formatting Tables
Charts	<ul style="list-style-type: none"> Using charts Organisation charts
Graphical objects	<ul style="list-style-type: none"> Insert, manipulate Drawing
Prepare outputs	<ul style="list-style-type: none"> Preparation Check and deliver

What are the benefits of this module?

- Covers the key skills needed to use presentation software.
- Can be applied to a range of presentation software from vendor packages to 'freeware'.
- Certifies best practice in effective presentation software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

Learning outcomes

On completion of this module the candidate will be able to:

- Work with presentations and save them in different file formats, locally or in the cloud.
- Use available help resources to enhance productivity.
- Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- Enter, edit and format text and tables in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- Choose, create and format charts to communicate information meaningfully.
- Insert, edit and align pictures and drawn objects.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

Training Duration

16 hours

Medium of Instruction

Instructor Led Class

Certification

Successful trainees will receive the internationally recognised ICDL Certificate upon completion of the course.