



# **ECDL Advanced Module 6- Presentations**

## ***About the Course***

### **Designed for**

Aimed at users who have a good working knowledge of Microsoft PowerPoint's basic and intermediate principles, this course provides candidates with practical experience of the topics listed in **course outline**. On completion, candidates should be equipped with the necessary skills to create what are deemed to be advanced presentation outputs. The candidate shall be able to realize much of the potential of Microsoft PowerPoint and produce outputs using advanced formatting and layout techniques and the use of multimedia effects. The candidate shall be able to create advanced charts and be able to enhance the presentation by using drawing and image tools. The candidate shall also be able to create and use macros within the presentation application.

### **Teaching Approach**

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

### **Requirements**

Those attending should have a good understanding of Microsoft PowerPoint to ECDL basic level, be competent Windows users and be familiar with the basics of file and disk management (including directories). **Prior completion of ECDL Module 6 is essential.**

### **Course Material**

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration & Cost**

This training program is two days in duration or six evenings, 3 hours per evening, for groups only.

## ***Course Outline***

**Designing a Presentation** Identify the audience and adapt a presentation accordingly • Organise and structure presentation content • Identify appropriate slide design and content • Plan the delivery of a presentation

**Using Templates and Masters** Create a presentation using a content template • Create a presentation using the AutoContent Wizard • Create a presentation from a design template • Apply a design template to an existing presentation or to selected slides • Modify the Slide, Title, Notes, and Handouts Masters • Work with multiple masters • Insert headers and footers and slide numbering

**Background Effects** Apply different slide background colours • Apply texture, pattern, and picture fill backgrounds

**Arranging Objects** Arrange and transform objects • Set options for the drawing grid • Group and ungroup shapes

**Formatting Objects** Format shapes and objects (line, border, shading, shadow, 3-D)

**Drawing a Flowchart** Draw and modify connecting shapes • Modify points on a line

**Inserting a Chart** Insert a new graph using Microsoft Graph • Reposition, resize, and delete a graph object • Modify an embedded graph object • Change data using the datasheet • Change the chart type

**Formatting a Chart** Add, remove, move, resize, and modify chart elements • Format chart elements • Format chart axes • Format data series

**Using the Clip Organizer** Manage media files using the Clip Organizer • Download clips from the Microsoft Design Gallery • Edit and recolour clip art

**Adding Media Elements** Record a voice narration to accompany a slide show • Insert a CD audio track, sound or video file, or animated GIF • Set options to start and stop media clips

**Importing and Exporting Data** Understand Object Linking and Embedding • Insert or paste a linked or embedded object • Edit an OLE object • Import text from Word • Export an outline or slides to Word • Create a new presentation from existing slides • Copy a slide from one presentation into another



## **Course Outline Contined**

**Animating Objects** Apply and modify entrance, emphasis, and exit effects to an object • Change the sequence and timing of animations • Set advanced effect options • Animate text in a placeholder • Animate elements of a chart or diagram • Animate an object along a motion path

**Action Settings** Create a self-running or looping slide show • Set and rehearse automatic slide timings • Use an action button as a hyperlink • Use any text or object as a hyperlink • Use action settings to open or edit an object or application • Use action settings to play a sound

**Creating a Custom Show** Set up a custom show • Set up a branch to another presentation

**Recording a Macro** Record a macro • Run a macro • Edit or delete a macro • Add a macro to a toolbar • Copy a macro to another presentation • Set up Macro Virus Protection

**Distributing a Presentation** Save a presentation in a different file format • Save a slide as a graphic • Save a drawing as a picture file

**Image Size and Resolution** Understand image size, resolution, and resampling • View and change image size and resolution • Change the canvas size • Crop an image

**Working with Colour Modes** Understand colour modes and models • Select an appropriate colour mode to edit and output a picture • Work in greyscale, bitmap, indexed colour, and RGB modes

**Applying Filter Effects** Apply a filter effect to an image or selection • Correct blemishes on images (Sharpen, Dust and Scratches) • Apply different texture and distortion effects • Use lighting and lens flare effects • Invert colours in an image

**Exporting Images** Save an image for use in print applications (TIFF, EPS) • Save an image for use on the web (GIF, JPEG, PNG)