



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

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MS PowerPoint 2013

Set of 3 Interactive Courses

Microsoft PowerPoint belongs to the most popular presentation applications. In the interactive lessons dedicated to its usage, you will first learn to create a new presentation. During this process, you will examine the offered themes and templates. Then, step by step, you will try various tools offered by the program right on the slides of the created presentation. In particular, we will focus on the tools ensuring an even design of your presentations. You will become familiar with the layout of slides consisting of text boxes and with additional adjustments of the default properties of slides and of various illustrations inserted into them. You will learn to copy slides and objects within a presentation or to import the slides into another presentation. The lessons successively deal with various types of graphical elements and their formatting. It is also important to know how to complete a presentation before presenting it to an audience or distributing it to your colleagues. You will learn to set different animations and save the presentation in a requested format.

List of Courses:



MS PowerPoint 2013: Introduction
MS PowerPoint 2013: Intermediate
MS PowerPoint 2013: Advanced

57
Lessons

3
Courses

29
Study hours

MS Office 2013

STUDY LANGUAGE: English

MS PowerPoint 2013: Introduction

In the course MS PowerPoint 2013: Introduction, you will familiarise yourself with the user interface of the PowerPoint 2013 program where you will try various views of presentations. You will learn to enter text into presentations and insert graphical elements into them, including pictures, shapes, clip art, symbols or even equations. You will try to edit all the inserted objects and move them within or between slides. In case of text, you will apply the WordArt formatting. When inserting new slides into a presentation, you will learn to select a suitable layout of the predefined text placeholders. You will also try to change the selected layout as well as to restore the original one.

List of lessons

- Basic navigation in the program window
- Displaying presentations in different views
- Navigation between the presentation slides
- Getting help in PowerPoint
- Creating a new presentation
- Working with text boxes
- Slide layouts
- Bulleted list levels
- Using tab stops
- Paragraph formatting
- Inserting pictures
- Manipulating images
- Advanced objects manipulation
- Picture effects
- Shapes
- Shapes editing
- WordArt tools
- Symbols
- Equations

Application language

MS PowerPoint 2013 - English version

Course content

Pre-assessment (optional)

19 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

10 hours

Target audience

Office computer user



MS Office 2013

STUDY LANGUAGE: English

MS PowerPoint 2013: Intermediate

In the course MS PowerPoint 2013: Intermediate, you will learn to insert additional objects into the slides of presentations, namely tables, charts, SmartArt graphics, sound and video, and to further edit them. You will learn to organise slides, split them into sections and move them even between presentations. You will examine the presentation themes in details, customising the properties of the previously selected one. You will learn to add a footer to the slides and customise the slide master. You will also compare two presentations and will take a look at the work with comments.

List of lessons

- Inserting tables into slides
- Tables from external sources
- Editing tables
- Creating and editing SmartArt graphics
- Various types of SmartArt graphics
- Inserting charts into slides
- Editing charts on slides
- Adding sounds to a presentation
- Adding a video to a presentation
- Showing footer information on slides
- Themes
- Slide background
- Manipulation with slides
- Import of external data
- Presentation sections
- Slide master editing
- AutoCorrect Options
- Proofing
- Comments
- Comparison of presentation versions
- Finding and replacing text and fonts

Application language

MS PowerPoint 2013 - English version

Course content

Pre-assessment (optional)

21 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

11 hours

Target audience

Office computer user



MS Office 2013

STUDY LANGUAGE: English

MS PowerPoint 2013: Advanced

In the course MS PowerPoint 2013: Advanced, you will learn to perform the last adjustments in a presentation before presenting it to an audience. You will learn to set the slides transition and assign animation effects to the different objects on slides. You will adjust the animation settings and set the slide show timing. You will also set the properties of the presented slide show and add speaker notes to the presentation. You will try the options of delivering the presentation included in the new Presenter view. You will create your custom template and will learn to print a presentation and save it in different file formats.

List of lessons

- Speaker notes
- Slide transitions
- Animation effects
- Advanced animation effects
- Assigning actions to objects on slides
- Hyperlinks
- Slide show timing
- Custom slide show
- Slide show settings
- Hints on delivering presentations
- Presenter View
- Print settings
- Saving presentations in various formats
- Advanced options for saving presentations
- Creating custom templates and themes
- Application of custom templates and themes
- Custom program settings

Application language

MS PowerPoint 2013 - English version

Course content

Pre-assessment (optional)

17 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

9 hours

Target audience

Office computer user





ABOUT ARNOLD MUSCAT

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



ABOUT JENNY MUSCAT

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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