



# Product Catalogue of E-learning Courses



**COLLEGE AFRICA GROUP**

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# 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





#### **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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