



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

Website: WWW.COLLEGEAFRICAGROUP.COM

Email: SALES@COLLEGEAFRICAGROUP.COM

Tel: +27 (0) 83 778 4903 Arnold

Call Centre: +27 (011) 881 5998

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





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



COLLEGE AFRICA GROUP