COLLEGE AFRICA GROUP

Learn To Earn

This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2013 Microsoft Powerpoint Essential

This comprehensive course covers the fundamental features of Powerpoint 2013 as well exposing the delegate to some of the functions in Powerpoint 2013. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with the essential PowerPoint skills necessary for the work environment and a good grounding for the advanced course.

This course will prepare the delegate for more advanced Powerpoint 2013 courses. The delegate receives an Powerpoint 2013 manual and an electronic attendance certificate on completion of the Powerpoint Essentials 2013 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

- Running Microsoft PowerPoint
- The PowerPoint screen
- Opening a presentation
- Switching between multiple files
- Working with help
- Printing help topics
- Exiting help
- Screen tips
- Running a slide show
- Starting a slide show
- Moving around within the slide show
- Using the pen
- Changing views
- Changing the viewing size
- Working with the slide sorter
- Rearranging slides
- Deleting an unwanted slide
- Working with the notes page view

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Working within the slide pane
Customizing objects
Changing outline/line color and style
Changing fill colors
Adding a shape effect
Working with text
Changing fonts
Changing point size
Changing the font throughout a presentation
Growing/shrinking the font size
Applying attributes
Shadowing text
Changing font color
Changing case
Applying multiple attributes
Working with the mini toolbar
Removing attributes
Aligning text
Vertically aligning text
Setting text direction
Adjusting line spacing
Using the format painter
Starting a new presentation
Switching between multiple presentations
Outlining your presentation
Displaying slide details
Adding a new slide
Promoting/demoting topics
Rearranging slides within the presentation
Rearranging topics
Removing a slide/bullet
Adding headers & footers
Working with text charts
Entering text
Using the text tool
Finding text
Replacing text
Changing the slide layout
Resetting a slide
Saving a presentation
Printing
Adding/deleting slides
Removing a clip art item
Redefining your search
Additional clip art options
Closing the clip art task pane
Working with word art
Changing outline color and style
Spell checking a presentation
Selecting objects
Selecting multiple objects
Selecting all objects
The selection pane
Moving objects
Copying objects
Using the office clipboard
Clipboard options
Resizing objects
Arranging objects
Bringing an object forward
Sending an object back
Grouping multiple objects
Aligning multiple objects
Rotating objects
Deleting objects
Oops! Undeleting
Redoing an action
Adding a new slide
Deleting a slide
Working with bullet lists
Converting a block of text to a bullet list
Hiding/showing bullets
Adding a bullet list to an existing chart
Indenting a bullet point
Out denting a bullet point
Changing the bullet style
Drawing objects
Drawing lines
Drawing an oval/circle
Drawing rectangles/squares
Drawing shapes
Accessing the complete list of shapes
Using the text tool

Using the ruler
Setting tabs
Removing tabs from the ruler
Moving a tab stop position
Drawing options
Rotating objects
Adjusting shapes
Attaching text to a shape
Aligning text within a shape
Adding a table
Creating a new table slide
Applying cell attributes
Changing the table style
Adding cell shading
Adding borders
Changing the pen style
Changing the pen weight
Changing the pen color
Adding special effects
Merging cells
Splitting cells
Moving a table
Resizing the table
Deleting a table
Working with clipart
Inserting clipart
Changing fill colors
Adding a shape effect
Changing the word art style
Changing text fill
Changing text outline
Changing text effects

ON and OFFSITE training are offered. See our Specials for Gauteng & KZN, other areas call Arnold 083 7784903. Offsite includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE,** minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

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CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
(Excel Automation)

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
(MS Project)

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

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Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

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