



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 - 2016 Microsoft Powerpoint Essential

This comprehensive course covers the fundamental features of Powerpoint 2016 as well exposing the delegate to some of the functions in Powerpoint 2016. 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 2016 courses. The delegate receives an Powerpoint 2016 manual and an electronic attendance certificate on completion of the Powerpoint Essentials 2016 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

TOC Continue...

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

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EBOOKS AND ONLINE TRAINING

Excel Essentials 2016 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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