



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.

MS OFFICE

SOFT SKILLS

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

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

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Excel Automation
(Excel Automation)

KEYBOARDING

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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 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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