

## ES WSQ – 3 Days – Perform Advanced Presentations Functions (Ms PowerPoint 2013– 24 hrs) (ICDL Certification Module 6: Advanced Presentations)

<b>Course Duration</b>	24 Hours	<b>Course Fee</b>	<b>Subsidy</b>	<b>Training Method</b>
		Full Fee: <b>\$460</b>	Please refer to page 2	Instructor-led learning

**Certification** Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 60 min online assessment at the end of the course.

**Pre-requisites** Need to have Basic knowledge of Ms PowerPoint 2013

**Course Objective** ICDL Advanced Presentation is a certification program for candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area. The ICDL Advanced Presentation certification covers advanced presentation features that will allow you to use the presentation application to its full potential.

Individuals with ICDL Advanced Presentation certified skills can:

- Plan and design more effective presentations that have greater impact
- Use advanced features to customize layout and shows
- Use and manipulate pictures, images and drawn objects, charts/graphs in presentations
- Add sophisticated multimedia elements to presentations
- Use the powerful relating tools to link information to other applications

### Course Outline

#### Section 1 - Preparation

Know how to Plan a Presentation  
Consider how to Use Colour Schemes  
Be Aware of Accessibility Issues  
Use Background Colours and Effects  
The Slide Master  
Bullet Levels  
The Title Master  
Create, Save & Use a Template  
Work with Master Slides, Title Master  
Inserting Text  
Inserting Slides

#### Section 2 - Images & Drawn Objects

Work with Drawn Objects  
Change Object Backgrounds  
Rotate and Flip Objects  
Recolouring Pictures  
Converting Pictures  
Background Graphics  
Arranging Objects  
Cropping Images  
Editing Images  
Different Image Formats

**Call: 6339 7588 or Email: enquiry@genetic.edu.sg**

### Section 3 - Charts

Create Combination Charts / 2 Axes Charts  
Edit and Format Charts  
Animating Charts  
Create & Amend Flowchart  
Create Other Diagrams

### Section 5 - Slide Shows

Create and Edit Action Buttons/Hyperlinks  
Create and Edit Custom Shows  
Run a Custom Show  
Apply Slide Transitions  
Apply Timings  
Set up a Slide Show  
Use Various Techniques while Running a Show

### Section 4 - Multimedia

Insert Sounds and Movies  
Introducing Animation  
Change Animation Sequence

### Section 6 - Linking

Create a Link to a Text File  
Link to a Chart and a Worksheet  
Range  
Link an Image to a File  
Modify Linked Data  
Break Links and Embed Objects  
Edit and Delete Embedded Data  
Save a Slide as an Image

### Subsidy and Nett Payable Amount

Subsidy Categories	Amount Payable	Subsidy Amount
<b>SME Company / MCES (Above 40 yrs)</b>	<b>\$46/-</b>	<b>\$414/-</b>
<b>Non-SME Company / Individuals (21 – 39 yrs)</b>	<b>\$92/-</b>	<b>\$368/-</b>
<b>WTS (35 yrs and above - salary less than \$1900)</b>	<b>\$23/-</b>	<b>\$437/-</b>
<b>Non-Singaporean / Non-Singapore PR (Foreigner and work pass holders – WP, SPass, EPass)</b>	<b>\$460/-</b>	<b>N.A</b>

*SME: Small and Medium Enterprise*

*MCES: Mid Career Enhanced Subsidy*

*WTS: Workfare Training Support*

*Participant need to pass the test to get subsidy.*

For more information on funding, please call 6883 5885. Or visit [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)

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