

## ES WSQ – 2 Days – Perform Presentations Functions (Ms PowerPoint 2013 – 17 hrs) (ICDL Certification Module 6: Presentations)

<b>Course Duration</b>	17 Hours	<b>Course Fee</b>	Full Fee: <b>\$360</b>	<b>Subsidy</b>	Please refer to page 2	<b>Training Method</b>	Instructor-led learning
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**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 45 minute online assessment at the end of the course.

**Pre-requisites** Need to possess the knowledge of Basic PC

**Course Objective** This module enables candidates to demonstrate competence in using presentation tools on a computer. Candidates will be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

On completion of this module each candidate will be able to:

- Work with presentations and save them in different file formats
- Choose built-in options such as the Help function within the application to enhance Productivity
- Understand different presentation views and when to use them, choose different slide layouts and designs
- Enter, edit and format text in presentations. Recognize good practice in applying unique titles to slides
- Choose, create and format charts to communicate information meaningfully
- Insert and edit pictures, images and drawn objects
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations

**Course Outline** **Section 1 – Introducing PowerPoint**

Starting & exiting PowerPoint  
The PowerPoint screen  
Getting help  
Set PowerPoint preferences

**Section 2 – Working with Presentations**

Open and close presentation files  
Creating a new presentation  
Saving a presentation  
Themes, Themes variation

**Section 3 – Presentation Views & Content**

PowerPoint View modes:

- Slide view
- Slide & Outline view
- Slide Sorter view
- Notes Page view
- Slide Show

Adding & deleting slides  
Adding content  
Spell checking  
Comments

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

#### Section 4 – Editing & Slide Formatting

Cut, Copy & Paste  
Undo & Redo  
Changing the slide layout  
Applying a background

#### Section 5 - Formatting

Font, font size & font style  
Alignment spacing & case  
Applying bullets, Text Effects  
Eyedropper for colour matching

#### Section 6 – Presentation Setup

Slide setup  
Master pages  
Headers & Footers

#### Section 7 – PowerPoint Objects

Organisation Charts  
Tables, Spreadsheets, Charts  
Inserting & importing images  
Manipulating images  
Drawn objects  
Formatting drawn objects  
Adding text effects

#### Section 8 – Manipulating Objects

Working with objects  
Rotating / Flipping  
Arranging & Grouping  
Colours & Lines  
Smart Guides  
Snap charts, picture to grid to align  
Custom shapes

#### Section 9 – Animation

Slide transitions  
Animation & Effects  
Create custom animation effects

#### Section 10 – Presentation

Setting up a slide show  
Output format  
The presentation  
Printing

#### *Subsidy and Nett Payable Amount*

Subsidy Categories	Amount Payable	Subsidy Amount
<b>SME Company / MCES (Above 40 yrs)</b>	<b>\$36/-</b>	<b>\$324/-</b>
<b>Non-SME Company / Individuals (21 – 39 yrs)</b>	<b>\$72/-</b>	<b>\$288/-</b>
<b>WTS (35 yrs and above - salary less than \$1900)</b>	<b>\$18/-</b>	<b>\$342/-</b>
<b>Non-Singaporean / Non-Singapore PR (Foreigner and work pass holders – WP, SPass, EPass)</b>	<b>\$360/-</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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