

16hrs - ICDL Perform Presentation Functions (PowerPoint Fundamentals)

Program Fundamentals

- Understanding the PowerPoint Screen
- Giving Commands & Command Shortcuts
- Creating a New Presentation
- Open, Save, Close a Presentation

Getting Started with Presentations

- Insert, Delete, Copy & Move Slides
- Selecting a Layout & Navigating
- Navigating a Presentation
- Organizing a Presentation by Section

Inserting and Editing Text

- Insert, Edit, Move & Copy Text
- Insert Text in Placeholder
- Controlling How Text is Moved or Copied
- Use Paste Options & Paste Special
- Collecting Multiple Items to Move or Copy
- Using Undo, Redo and Repeat
- Checking Spelling, Finding and Replacing Text
- Inserting Symbols and Special Characters

Formatting Text

- Change Font Type, Size, Colour & Styles
- Using WordArt
- Formatting Paragraphs
- Working with Tabs and Indents, Bulleted & Numbered Lists

Viewing a Presentation

- Use of Slide Sorter, Note & Outline View
- Using the Zoom Controls & the Outline Pane
- Working with the Presentation Window
- Working with Multiple Presentations

Formatting a Presentation

- Using Document Themes
- Changing the Background of a Slide
- Rearranging Slides
- Adding Headers and Footers
- Using the Slide Master & Changing Page Setup

Working with Objects

- Types of Charts and Objects
- Insert Clip Art & Screenshots
- Inserting Pictures and Graphics Files
- Removing Backgrounds from Pictures & Graphics
- Insert and Format Shapes
- Resize, Move, Copy and Delete Objects
- Applying Special Effects
- Group, Align and Distribute Objects
- Flip, Rotate & Layering Objects
- Insert SmartArt & Working with SmartArt Elements

Working with Tables

- Create & Working with a Table
- Adjust, Insert, Delete Column & Row
- Merging and Splitting Cells
- Working with Borders and Shading

Working with Charts

- Inserting a Chart & Chart Data
- Resizing, Copying and Moving a Chart
- Changing Chart Type
- Working with Labels
- Formatting Chart Elements

Applying Transition and Animation Effects

- Applying & Modifying a Transition Effect
- Applying & Modifying Animation Effect
- Previewing a Transition or Animation Effect

Finalizing and Delivering a Presentation

- Setting Up a Slide Show
- Delivering a Presentation on a Computer

Customizing PowerPoint

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Changing PowerPoint's Default Options

Course Fees & Schedule

Full Course Fee: \$420 + \$29.40 (gst) = \$449.40 (Inclusive of gst)

Company Sponsored

- Absentee Payroll applicable for both SMEs & Non-SMEs
 - For course commencement between 1 Jan 2021 to 31 Dec 2021, absentee payroll funding is at 80% of hourly basic salary, capped at \$7.50 per hour.
- WSS scheme trainees (Singaporean aged above 35 and earn less than \$2300)
 - Employers will be eligible for Absentee Payroll support at 95% of hourly basic salary (subject to WSS eligible criteria)

Self-Sponsored

- Skillsfuture Credit eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at \$250/year.
- Training Commitment Award (TCA) of \$100 for completing 2 WSQ courses.

| Company Sponsored | | | Self-Sponsored | |
|--|--|--|--|---|
| SME | Non-SME | | All Singapore Citizens and PRs aged ≥ 21 Years | Singapore Citizens Aged ≥ 40 Years (capped at \$25/hr or 90% of the course fee) |
| Singaporean & PR (90% of course fees, capped at \$25 per hour) | Singaporean & PR (80% of course fees, capped at \$17 per hour) | Singaporean aged ≥ 40 (capped at \$25/hr or 90% of the course fee) | | |
| \$71.40 | \$177.40 | \$71.40 | \$177.40 | \$71.40 |

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.