



Information Sheet

Microsoft Office PowerPoint Level 1 – Level 2

About the Programme

This programme is an ALL – in – One Microsoft Office Computer short programme that is designed to ensure that a learner is literate in all the fundamentals of MS Office that is required in today's cut throat job market.

Programme Outline

Microsoft Office PowerPoint 2016 Level 1

- Save a Presentation
- Add Slides
- Arrange Slides
- Apply Character Formats
- Apply Animation Effects
- Add Transitions & Speaker Notes

Microsoft Office PowerPoint 2016 Level 2

- Customising PowerPoint
- Design Templates
- Smart Art Graphics
- Special effects
- Customising a Slide show
- Collaboration
- Securing and distributing a presentation

Duration

The duration of the programme is 3 days, 1 day per level. Contact your nearest campus for a schedule.

CERTIPORT

A PEARSON VUE BUSINESS

HE kwalifikasies: Higher Education Regulation No. 24(b)(1): Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, No. 101 of 1997. Registration Certificate no. 2001/HE07/003. FET Programmes: Registered as a private college in terms of Section 31(3) of the CET Act and regulation 12(4)(b) to offer the Report 191/190 part-qualifications listed thereon until 31 December 2022. Registration Number: 2016/FE07/006. Accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training. Accreditation no. 15FET02 00014.

