



## Guided Learning Advanced Microsoft PowerPoint

This course aims to enable you to use the advanced functions of the presentation application. By enhancing your skills in using the advanced functionality, you will be able to produce compelling and technically adept presentations to engage the audience. Guided Learning means you will be able to study at your own pace and at your own convenience. There are qualified trainers on hand to provide support and guidance. You can opt to study at either Newbury College, or at the Business Centre at Calcot to complete the course

### Course duration

You should aim to study for a minimum of 4 hours per week. To complete the course, 30 study hours are required, and these should be undertaken to complete the course within the date stated at enrolment.

### Who should attend?

You will need to be a competent user of Microsoft PowerPoint at intermediate level. Please call the IT Centre at either location to discuss whether this course is the right option for you.

### Course content

- planning and design considerations – audience, environment, layout and delivery
- advanced slide setup and exporting
- advanced editing - using manipulation and effects for images and drawn objects
- advanced charting and flowcharts
- using multimedia – sound, video and animation

- managing your presentation – slide show control and how to customise slide shows
- using linked and embedded objects
- macros

### Course style

Through flexible learning which enables you to study at your own pace. Qualified trainers are available to support and guide you through the learning process.

### Course assessment

There are ongoing course exercises throughout the course. You will have the option of completing the formal assessment at the end of the course for the ECDL Advanced Presentations certificate.

### Course fee

- The cost of the course is £245.
- If you wish to obtain the ECDL Advanced Presentations certificate there is an additional £38.00 for exam registration.

To study these courses at

Calcot – call 01189 427040 or email [j-silcock@newbury-college.ac.uk](mailto:j-silcock@newbury-college.ac.uk)

Newbury College – call 01635 845405 or email [j-eley@newbury-college.ac.uk](mailto:j-eley@newbury-college.ac.uk)



