

Introduction to Powerpoint

North East Scotland College

Venues

Off campus

Content

Microsoft Powerpoint open learning units have been specifically designed to provide the knowledge and techniques needed for the successful creation and manipulation of a Powerpoint presentation. The guide will help you get the most out of the software and enable you to develop a presentation that is both functional and professional.

This course covers the following topics:

Creating presentations; Using help; Working in different views; Saving presentations; Adding slides; Formatting and adding text; Formatting Slides; Creating organisational charts; Creating tables and graphs; Printing; Inserting clip art; Applying Animation

At the end of the course you will test your knowledge via an end of course test.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

6 months

Department

Computing

Entry Requirements

No formal entry requirements. All students are assigned a login to Microsoft Office 365 which includes online access to Microsoft PowerPoint 2016 at no extra cost.

SCQF Points

«SCQFPoints»

Progression Routes

ICDL (International Computer Driving Licence) 2016

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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