

## Intermediate Powerpoint

North East Scotland College

### Venues

Off campus

### Content

Microsoft PowerPoint Open Learning units have been specifically designed to provide you with the necessary knowledge and techniques for successful creation and manipulation of Microsoft PowerPoint presentations. The accompanying data files provided on disc are designed to help demonstrate the different features as you work through the unit step-by-step.

After completing this course you will be able to:

Use appropriate software to create a presentation; Set up master slide layout in accordance with a specified house style; Import, insert and manipulate data/graphics/slides; Add animations, sound and video to slides; Control a presentation using timings and transitions; Print presentations and support documents.

### 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»

## Address

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Aberdeen City  
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## Website

[www.nescol.ac.uk](http://www.nescol.ac.uk)