

**03 Days – (Office 365 - Advanced PowerPoint 2016 – 24 hrs) –  
Perform Advanced Presentation Functions (ICDL Certification)**

Course Duration	24 Hours	Course Fee Full Fee: \$520	Subsidy & Nett Fees Please refer to page 2	Mode Of Training Classroom
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**Certification** Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 60 min online assessment at the end of the course.

**Entry Requirement** Primary education without PSLE/PSPE Certificate or their equivalent

**Course Objective** ICDL Advanced Presentation is a certification program for candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area. The ICDL Advanced Presentation certification covers advanced presentation features that will allow you to use the presentation application to its full potential.

Individuals with ICDL Advanced Presentation certified skills can:

- Plan and design more effective presentations that have greater impact
- Use advanced features to customize layout and shows
- Use and manipulate pictures, images and drawn objects, charts/graphs in presentations
- Add sophisticated multimedia elements to presentations
- Use the powerful relating tools to link information to other applications

**Course Outline** **Section 1 – Customising Presentation**  
Create a Custom Slide Layout Master  
Apply a Theme  
Apply a Background Style  
Save a Custom Theme  
Search for online Template and Themes

**Section 2 – Slide Masters**  
Overriding the Master Settings  
**Displaying the Date, Footer, and Slide Number – the correct way**  
Insert a new Slide Master, rename and preserve

**Section 3 – Shapes, Objects, Clip Art**  
Insert Clip Art  
Eyedropper  
Merge Shapes – **roll over** union, combine, fragment, intersect, subtract  
Shape Edit Points  
**Merge in Stages**  
Fill Color, Fill Effect of an Object, Add Transparency  
Apply a 3-D Effect and Settings to a Drawn Object  
Position objects using Specified co-ordinates  
Format Painter  
**Shapes turn into Picture format**

**Section 4 – Pictures**  
Remove Picture Background  
Compressing your Picture  
Working with 3-D Models  
**Morph transition to object**  
**Morph transition to Letters**  
Cropping a Picture  
Save a Graphical Object – file type  
Picture style, adjust colour, picture corrections  
Picture Border, Apply Artistic Effects  
Picture Transparency

**Section 5 – SmartArt**  
**Bullet List, then SmartArt – the easy way**  
SmartArt, then add Text  
**Work with Organisation Chart – the correct method**

**Section 6A – Animation**  
Using Advanced Animation (Custom Animation)  
**Apply an Animation to Bullets**  
Apply an Animation to Clip Art or a Picture  
Add on Animation  
Change the Animation Trigger with Timing

Effective on 01/01/2022



**Section 6A – Animation (Continue)**

**Create a Standard Trigger**

Create a Trigger with Click of Object

**Change order of Animation with Animation Pane**

**Add a Motion Path to Animation**

**Add Sound to play at the same time as Animation**

Hide Sound icon

Animation Painter

Remove Animation

**Section 6B – Video and Audio**

Insert Video from Internet

**Insert Video and Trim Video Clips**

**Record an Audio Clip or Insert a Audio clip**

Trim Audio Clips

**Other resources - to lookup for free**

**Section 7 – Setting Up the Slide Show**

Set Transition Effects and Timing

Advance a Slide after a Set Time Interval

**Slide Show Continuous Loop – at Kiosk**

Rehearse Timing

**Section 8 – Presenting a Slide Show**

Start and End the show

**Navigate among the Slides – Onscreen Toolbar**

Zoom in to see details

Short cut table – B, W, E, Ctrl+L, A, P, I

for Laster Pointer, Pen, Eraser, Highlighter

**Show Presenter View**

Switch to Excel, Word from presenter view

**Section 9 – Expanding a Slide Show**

Create a Hyperlink to Custom Show or Slide

Create a Hyperlink to Another Presentation or Website

Add **Action Buttons** and Assigning Action Buttons

**Create a Navigation Toolbar**

Change the Action Settings

Link Object in Slides

**Update Link – when Excel data changes**

Break Link

Embed Data into Slides – with Balance Sheet

**Get Slides from Another Presentation**

**Section 10 – Charts**

Pasting a chart from Excel

Switching rows and columns

Select Data, Edit Source Date

Refresh a chart, Change Chart Type, Chart layout

Add Chart Element

**Chart Animation – by Series, Category, Element**

**Section 11 – Outline, Sections, Exporting**

Collapse and Expand an Outline

Presentation Sections

**Create PDF, Video, Slide Show, Word Handouts**

**Using other Person’s Computer**

**Section 12 – Planning Your Presentation**

Design Consideration

Audience, Time and Venue

**Subsidy**

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TGS-2018503869

	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$520.00	\$520.00
SkillsFuture Funding	\$364.00	\$260.00
Total Gross Fee	\$156.00	\$260.00
GST 7%	\$36.40	\$36.40
<b>SkillsFuture Credit Deduction/Cash</b>	<b>\$192.40</b>	<b>\$296.40</b>

Eligible for Claim Period: 13 Oct 2018 - 12 Oct 2022

Participant need to pass the test to get subsidy

Ssg Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose for the courses available on the SkillsFuture Credit course directory.

PSEA Funding is available for student aged 21-25 Years old (Please Call PSEA Hotline 62600777 to check your balance),

Form for PSEA Funding is available from Genetic Computer School

Note:

- Student must bring ThumbDrive
- Student must have Basic PowerPoint Knowledge

