

Year 2022

**02 Days – (Office 365 - PowerPoint 2016 – 17 hrs)**  
**Perform Presentation Functions**  
**(ICDL Certification)**

Course Duration	17 Hours	Course Fee Full Fee: \$420	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 45 minute online assessment at the end of the course.

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

**Course Objective** This module enables candidates to demonstrate competence in using presentation tools on a computer. Candidates will be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

On completion of this module each candidate will be able to:

- Work with presentations and save them in different file formats
- Choose built-in options such as the Help function within the application to enhance Productivity
- Understand different presentation views and when to use them, choose different slide layouts and designs
- Enter, edit and format text in presentations. Recognize good practice in applying unique titles to slides
- Choose, create and format charts to communicate information meaningfully
- Insert and edit pictures, images and drawn objects
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations

**Course Outline**

**Section 1 – Exploring PowerPoint 2016**

PowerPoint 2016 Start Screen  
QAT, Options and Preferences, Contextual tab, Tell Me

**Section 2 – Using Basic Presentation Skills**

Enter Text into a Presentation  
Create a New Presentation, Save, Open, Close

**Section 3 – Working with Presentations**

Maintain Consistent Design and Format using Master Slide  
Insert / remove a graphical object in Master Slide  
Apply a Design Template / Theme  
Apply a Background Colour  
Change Slide Orientation  
Change the Magnification  
Add Speaker Notes  
Switch Views  
Add a New Slides with a Specific Slide Layout

**Section 4 – Editing and Proofing Text**

Select Text  
Delete Slide Items  
Move/Copy Text between Slides  
Paste Options, Undo and Redo  
Find and Replace text  
Spelling Checker

**Section 5 – Formatting Presentation Text**

Change Font type, size, style and effect, colours  
Change Case  
Change Text Alignment  
Modify Paragraph Spacing  
Working with Indents  
Use Hyperlinks

**Section 6 – Format Bullets and Numbering**

Add and Remove Bullets, Numbers  
Insert / Remove indent from Bulleted text  
Adjust Line Space Before/After lists

Effective from 01/01/2022



**Section 7 – Using Tables**

Create a Table  
Adjust Table Cells  
Select Rows and Columns  
Insert and Remove Rows and Columns

**Section 8 – Using Graphic Images**

Insert a Picture  
Insert a Graphical Object into a Slide  
Use Slide Layouts  
Move, Resize a Graphic  
Change Arrow Start Style, Arrow Finish Style

**Section 9 – Using SmartArt**

Insert a SmartArt Object  
Resize / reposition a SmartArt Object  
Insert Text into a SmartArt Object  
Add Shapes to a SmartArt Object

**Section 10 – Working with Slides**

Select Multiple Slides  
Move, Duplicate, Copy, Hide, Delete Slides

**Section 11 – Working with Drawn Object**

Draw an Enclosed Object  
Change the Fill Colour of an Object  
Apply Effects  
Draw a Line, Format Lines  
Create a Text Box  
Rotate, Flip, Arrange, Align, Group Objects

**Section 12 – Create Basic Charts**

Insert a Chart  
Delete Data from the Datasheet  
Add, Remove, Edit a Chart Title  
Change the Chart Type  
Resize a Chart  
Apply a Chart Style and Layout  
Add a Data Label  
Insert Pictures  
Format Chart Background

**Section 13 – Adding Special Effects**

Apply Slide Transition  
Animate Text and Objects

**Section 14 – Page Setup**

Slide size options  
Print a Presentation  
Print Speaker Notes  
Print Outlines  
Print Handouts  
Create Footers

**Section 15 – Use Slide Show View**

Run a Slide Show  
Navigate a Slide Show

**Subsidy**

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	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$420.00	\$420.00
SkillsFuture Funding	\$294.00	\$210.00
Total Gross Fee	\$126.00	\$210.00
GST 7%	\$29.40	\$29.40
<b>SkillsFuture Credit Deduction/Cash</b>	<b>\$155.40</b>	<b>\$239.40</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**

