

ECDL Module 6

Course Outline

Syllabus Version 4

1) GETTING STARTED

FIRST STEPS WITH PRESENTATIONS

- To open and close PowerPoint
- To open a recently used PowerPoint file
- To select (& open) a continuous block of files
- To select (& open) multiple files which are not in a continuous block
- To create a new presentation
- To save a presentation
- To save a presentation using another name
- To save a file in a format other than PowerPoint format, such as RTF
- To save your file in a different PowerPoint version
- To save a file as a template
- To save a presentation as image formatted files
- To save an entire presentation in Web format
- To switch between open presentations
- What is the Microsoft Office Assistant?
- The Help drop down menu
- Microsoft PowerPoint Help
- Microsoft Office Online
- Detect and Repair

ADJUST SETTINGS

- To zoom a presentation using the Zoom icon
- To display or hide a toolbar
- Quick way of displaying / hiding toolbars
- To set preference options

2) DEVELOPING A PRESENTATION

PRESENTATION VIEWS

- Normal View
- Slide Sorter View
- Slide Show View
- To change between presentation views
- To change between slide and outline view

SLIDES

- To add a new slide with a specific slide layout (using the New Slide icon)
- To apply a different slide layout to a slide
- To change the background colour of the selected slide (or for every slide within a presentation).
- To change the background colour of multiple selected slides simultaneously

USING DESIGN TEMPLATES

- To apply a design template
- To change to a different design template

MASTER SLIDE

- What are Slide Masters and Design Templates?
- To insert a picture into a master slide
- To insert an image (from a file) into a master slide
- To insert a drawn object into a master slide
- To remove a graphic from a master slide
- To add footer text to a presentation
- To add automated slide numbering and the date to a presentation

3) TEXT AND IMAGES

TEXT INPUT, FORMATTING

- To add text to a slide in Normal (standard) view
- To add text to a slide in Outline view
- To edit slide content
- To edit text on a notes page
- To change the font type used by selected text
- To change the font size used by selected text
- To format using Bold, italic or underlining
- To change text case
- To change the Font colour
- To add a shadowed effect to text
- To change paragraph alignment
- To centre text top and bottom
- To change line and paragraph spacing
- To add bullets using the toolbars
- To remove bullets
- To select a different bullet type
- To select a different numbering format
- To use the Undo command
- To use the Redo command

PICTURES, IMAGES

- To select a picture
- To select multiple pictures
- To select all pictures within a slide
- To 'cycle' round all pictures and select them one, by one
- To insert Clipart
- To import an image from a file

DUPLICATE, MOVE, DELETE

- What is the Clipboard?
- To copy text, graphics, or other items to the Clipboard
- To copy (or cut) multiple items to the Clipboard and Paste them into a presentation
- To paste data from the Clipboard
- To copy using "Drag and Drop"
- Copying, cutting and deleting images
- To copy and paste an image
- To copy an item from one slide to another within a presentation

- To copy an item from a slide in one presentation to a slide within a different presentation
- To copy a slide from one place to another within a presentation
- To copy a slide within one presentation to a slide within a different presentation
- To cut selected items from a document
- To move text using “Drag and Drop”, without storing it on the Clipboard
- To cut (move) an item from one slide to another within a presentation
- To cut (move) an item from a slide in one presentation to a slide within a different presentation
- To resize an image, object or chart
- To delete selected text
- To delete a picture

4) CHARTS/GRAPHS DRAWN OBJECTS

USING CHARTS/GRAPHS

- To create a column, bar or line chart
- To create a Pie chart
- To change the background colour of a chart
- To change the colour of a chart column, bar or line
- To change the colour of a chart pie slice
- To change the type of chart displayed

ORGANISATION CHARTS

- To create a slide containing an organisational chart
- To enter information into an organisation chart box
- To move boxes within the chart
- To add chart boxes
- To remove chart boxes

DRAWN OBJECTS

- To display the drawing toolbar
- To draw a line
- To add a free drawn line
- To insert a line with an arrow on it
- To insert an arrow
- To insert a rectangle
- To insert an oval
- To insert a Text Box
- To change an object’s background colour, line colour, line weight and line type
- To change the arrow start and end styles
- To add a shadow effect to an AutoShape
- To rotate an object
- To flip an object
- To align objects relative to each other
- To align objects relative to the slide
- To resize a drawn object or chart
- What is object ordering?
- To bring objects forwards or send them backwards

DUPLICATE, MOVE, DELETE

- To copy a chart (or drawn object) within a presentation
- To copy a chart (or drawn object) from a slide in one presentation to a slide within a second presentation
- To move a chart (or drawn object) within a presentation

- To move a chart (or drawn object) from a slide in one presentation to a slide within a second presentation
- To delete a chart (or drawn object)

5) SLIDE SHOW EFFECTS

PRESET ANIMATION

- To add a preset animation effect
- To change a preset animation effect

TRANSITIONS

- What are slide show transitions?
- To add transitions to a slide show
- To change a transition effect

6) PREPARE OUTPUT

PREPARATION

- To set the slide format
- To use the Spelling Checker
- To add notes to a slide presentation
- To set slide orientation and page size
- To move a slide within a presentation
- To copy a slide within a presentation
- To move a slide from one presentation to another presentation
- To copy a slide from one presentation to another presentation
- To delete a slide using the drop down menus
- To delete a slide using the Del key
- To delete multiple slides (in one action)

PRINTING

- To print your entire presentation
- To print just the current slide
- To print particular slides
- To print multiple copies
- To print a presentation to a file
- To print Handouts
- To print Notes or a Presentation Outline

DELIVER A PRESENTATION

- What is a Slide Show?
- To hide slides in a slide show
- To see which slides are formatted as hidden
- To display a hidden slide during a slide show
- To start a slide show (from the beginning)
- To start a slide show on a specific slide
- To display the slide show shortcuts
- To move to the next slide
- To move to a previous slide
- To return to the first slide
- To blank the screen to black
- To blank a screen to white
- To exit a screen show
- The slide show "right click menu"