

SYLLABUS

INTERMEDIATE



Presentations

(Microsoft PowerPoint)



GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

Presentations (Microsoft PowerPoint)

1. Βασικές Λειτουργίες & Περιβάλλον Εφαρμογής Παρουσιάσεων.

a. **Handling presentations.**

- a1. Create, open, close, save the presentation.
- a2. Save a presentation in a different type and/or in a different location or/and with a different name
- a3. Switch between open presentations.

b. **Presentation application interface.**

- b1. Show and hide toolbars.
- b2. Switch between the available presentation views
- b3. Zoom setting.
- b4. Knowledge of how to configure basic options of the application: specify a default folder for opening-saving presentations, user name.

c. **Auxiliary operations.**

- c1. Use of available help of the application.
- c2. Show and hide toolbars.
- c3. Use of undo/redo.
- c4. Use of Spell Checking.

2. Presentation Design.

a. **Design templates and master slide.**

- a1. Apply a template in a presentation.
- a2. Insert, clear image, ready-made graphics, drawing object on the master slide.
- a3. Add text, numbering, date at slide footer

b. **Managing slides.**

- b1. Add, delete new slides to the presentation

- b2. Apply Slide layouts.
- b3. Copy, move slides within the presentation, between open presentations.
- b4. Modify background colour in one or all of the slides in the presentation.
- b5. Customise slide size depending on how the presentation is used: display screen, printing on transparencies.
- b6. Show, hide presentation slides.

3. Edit Text and Images.

a. Word processing.

- a1. Entering text, speaker notes on a slide.
- a2. Modify, delete text.
- a3. Select font and font size.
- a4. Bold, italic, underlined styles.
- a5. Font colour.
- a6. Apply shadow to text.
- a7. Toggle Case in Text.
- a8. Align text left, right, centre.
- a9. Modify bullet style, list numbering.
- a10. Line Spacing in bullets, Numbered text

b. Pictures, graphics.

- b1. Insert a picture or graphic from a file or application's collection onto the slide.
- b2. Resize images, graphics.

4. Objects.

a. Drawing objects.

- a1. Design objects from the available tools of the application (lines, arrows, rectangles, circles, ellipsis, text boxes etc).

- a2. Formatting drawing objects: fill colour, line colour, thickness and border styles, shading application.
- a3. Rotate, flip drawing objects.
- a4. Align relatively to the slide of the drawing object.
- a5. Modify the layout of the drawing object.
- a6. Resize drawing object.

b. Charts.

- b1. Create charts from the available application.
- b2. Change chart type.
- b3. Changing colours or parts of the chart.
- b4. Resizing charts.

c. Organization Charts.

- c1. Create an organization chart from the available application.
- c2. Add text on organization charts.
- c3. Insert, delete shapes in the organization chart.
- c4. Modify the structure of the organization charts.
- c5. Resize the organization chart.

5. Management.

a. **Copy, move, delete.**

- a1. Copy text, pictures, graphics, charts, organizational charts, drawing objects between slides, between presentations.
- a2. Moving text, pictures, graphics, charts, organisation chart, drawing objects between slides, between presentations.
- a3. Delete text, pictures, graphics, charts, organisation chart, drawing objects between slides, between presentations.

6. Slide show and prints.

a. **Enhance presentation.**

- a1. Apply animation effects to text, pictures from the available application.
- a2. Add transition effects between slides in the presentation.
- a3. Slide show from the beginning, from a specific slide.

b. **Print.**

- b1. Print setup: paper size, orientation, copies.
- b2. Select printing object: presentation slides, notes for the audience, speaker notes.