



Advanced Presentation

Duration : 45 Hours (Flexible)	Course Fees and Start Dates
Maximum Class Size : <u>8 Students</u>	For the latest <u>start dates</u> and <u>course fees</u> visit www.edenhousecomputing.co.uk

The primary objective of the course is to accredit advanced presentations skills in using a presentation application at an advanced level, mainly developed for Users with previous knowledge in similar applications looking to gain expert level knowledge in presentation applications.

The advanced presentation focuses on Design Considerations, Slides, Pictures, Images, Drawn Objects, Graphs and Charts, Multimedia, Managing Presentations, Relating Information, Macros and much more...

Advanced presentation will be followed as a tutor supported interactive session under the supervision of qualified teacher(s) certified by the BCS with set lessons following the Advanced ECDL (European Computer Driving Licence) syllabus for the Advanced ECDL course. It is an Internationally-recognized qualification demonstrating that you have the advanced skills needed to use the most common computer applications efficiently and productively at an advanced level. Class format is a traditional "Structured Class" based on interactive sessions.

- Great for your CV
- Ideal for Office Staff, Students and end users
- Maximum Class Size: 8 Students
- Course Duration: 45 Hours (Flexi-Time/Full time)
- Study Method: [Tutor Supported Interactive Session](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 45 hours, Or 15 hours per week over 3 weeks as full time.
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

Advanced Presentation – £355

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



Advanced Presentation

Microsoft PowerPoint 2003 / 2007

The primary objective of the course is to accredit advanced skills in presentation tools.

Developed For

Users with previous knowledge of presentations, looking to gain expert level knowledge in PowerPoint 2003

Prerequisites

A basic knowledge of using a personal computer in the Microsoft Windows environment is an essential prerequisite for this course.

Experience in working with PowerPoint is also required. In particular, you should be able to:

- Open and Close a Presentation
- Adjust Settings
- Developing a Presentation
- Using Charts, Graphs and Drawn Objects
- Creating an organisational chart
- Slide Show Effects
- Prepare Outputs

Programme Focus

1. Audience and Environment, Design, Content and Layout
2. Slide Masters, Templates
3. Formatting Drawn Objects, Formatting Pictures, Images, Handling Graphical Objects
4. Using Charts, Using Diagrams
5. Movies, Sound, Animation
6. Linking, Embedding, Importing, Exporting
7. Custom Shows, Slide Show Settings, Slide Show Control

Certification

ECDL® Advanced Presentation