

LearningFast - ICT Skills Benchmark™

Competency 7: Presentations and Drawings (PowerPoint XP / 2003)

Graphics have always been an important tool for architects, engineers, illustrators and designers. The use of computer based presentation and drawing tools has grown in many application areas to support effective communication. These tools are now used extensively in business and in teaching.

Learning Activities (34)

Getting Started in PowerPoint

- PowerPoint XP / 2003 Essentials
 - Starting and Exiting PowerPoint
 - Opening and closing a presentation
- Working with Presentations
 - The PowerPoint Screen
 - Getting Help

Basic Slide Creation

- Creating a presentation
 - Creating and saving a new presentation
 - The AutoContent Wizard
- Text techniques
 - Entering text and text boxes
 - Formatting text and paragraphs
 - Formatting Bullets
 - Undo and Redo actions

Visual Components of Slides

- Clip Art
 - Adding a ClipArt image
 - Optimising images
- Tables, Charts & Diagrams
 - Insert a Chart
 - Chart Elements
 - Insert an Organisational Chart
 - Inserting a Table
 - Working with Tables
- Drawing Objects
 - Drawing an object

Working with Masters

- Using Masters
 - The Slide Master
 - The Title Master
 - The Handout Master
 - Adding slide numbers and dates

Presentation Techniques

- Animation
 - Animating text
 - Animating Objects
- Slide Show Navigation
 - Adding slide transitions
 - Adding slide timings
- Set Up Shows
 - Setting up and starting the slide show
 - Using the Slide Show taskbar

Printing & Publishing

- Printing and Publishing
 - Printing the presentation
 - Creating and saving presentations for the Internet

Customising Presentations

- Templates and Colour Schemes
 - Customising templates
 - Using your customised template
- Media & Action Buttons
 - Inserting a sound
 - Inserting an action button

