ICDL ADVANCED – Presentation – AM6

Description

This training covers advanced skills such as inserting movies and sounds, linking and embedding data into a slide and creating presentations for specific target audiences.

Course Content
Chapter 1: Presentation Planning

- Module 1: Audience and Environment
    - Understand how audience demography (age, educational level, occupation, cultural background) and knowledge of subject impacts on planning of a presentation
    - Understand venue considerations like: lighting, room size and layout
    - Understand technical presentation considerations like: video equipment, audio equipment, presentation accessories, connectivity
- Module 2: Design, Content and Layout
    - Understand timing considerations like: tailor content to time available, allow appropriate time interval for each slide
    - Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text
    - Be aware of accessibility design considerations like: font size, alternative text, colours, contrast, limiting animations and transitions

Chapter 2: Slide Masters and Templates

- Module 1: Slide Masters
    - Insert a new slide master, new layout
    - Edit slide master layouts like: bulleted list format, background colour and fill effects, placeholder position, placeholder deletion, name
    - Apply a custom slide master to specified slides
- Module 2: Templates
    - Create a new template, theme
    - Save a presentation as a template, modify a template, theme

Chapter 3: Graphical Objects

- Module 1: Formatting Drawn Objects
    - Apply background fill effects to a drawn object
    - Apply a transparency effect to a drawn object
    - Apply a 3-D effect and settings to a drawn object
    - Pick up a style from a drawn object and apply it to another drawn object
    - Change the default formatting for new drawn objects
- Module 2: Formatting Pictures, Images
    - Adjust picture, image brightness and contrast
    - Display a picture, image in greyscale, black and white, washout format
    - Change colours in a picture. Restore original colours in a picture
- Module 3: Handling Graphical Objects
    - Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid

- Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates
- Add, modify, remove alternative text
- Distribute selected graphical objects horizontally, vertically relative to a slide
- Distribute selected graphical objects horizontally, vertically relative to other graphical objects
- Crop a graphical object
- Convert a picture to a drawn object and edit the drawn object
- Save a graphical object as a file format like: bmp, gif, jpeg, png
- Omit, display background graphics on a slide, slides

Chapter 4: Charts and Diagrams

- Module 1: Using Charts
    - Format chart title, legend, data labels, axes labels
    - Change the chart type for a defined data series
    - Change the gap, overlap between columns, bars in a chart
    - Format columns, bars, plot area, chart area to display an image
    - Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart
- Module 2: Using Diagrams
    - Create a diagram using built- in options or other available drawing tools like: flowchart, cycle, pyramid
    - Add, move, delete shapes in a diagram
    - Add, change, delete connectors in a flowchart

Chapter 5: Multimedia

- Module 1: Audio, Video
    - Embed online video into a slide
    - Insert video to play automatically, on mouse click
    - Insert audio to play automatically, on mouse click
    - Create an audio recording
    - Create a screen recording
    - Insert audio to play in background in your presentation for an appropriate duration
- Module 2: Animation
    - Change custom animation effects and settings. Change sequence of custom animations in a slide
    - Apply automatic settings so that bulleted points will dim to a specified colour after animation
    - Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend

Chapter 6: Enhancing Productivity

- Module 1: Linking, Embedding
    - Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL
    - Link data into a slide and display as an object, icon
    - Update, break a link
    - Insert an image from a file with a link to the file
    - Embed data into a slide and display as an object
    - Edit, delete embedded data
- Module 2: Importing, Exporting, Securing
    - Merge slide(s), a complete presentation, a word-processed outline into an existing presentation
    - Save a specified slide as a file format: gif, jpeg, bmp

- Save a presentation as another file type like: rtf, video format
- Add, remove password protection for a presentation to open, to modify

Chapter 7: Managing Presentations

- Module 1: Custom Shows
  - Create, show a named custom slide show
  - Copy, edit, delete a custom slide show
- Module 2: Slide Show Settings
  - Apply timings to, remove timings from slide transitions
  - Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played
  - Apply settings so that slides advance manually, advance using timings if present. Apply settings so that slide show is presented with animation, without animation
- Module 3: Slide Show Delivery
  - Add, erase pen annotations during a slide show
  - Display black, white screen during a slide show. Pause, restart, end a slide show
  - Use presenter view for notes, slide preview, slide navigation, time
  - Understand presentation delivery considerations like: practice (content and time), tone of voice (word emphasis, pitch, volume, intonation, pauses), body language and posture, use of storytelling

Lab / Exercises

- Practice exercises will be offered during and at the end of each module

Documentation

- Digital courseware included

Exam

- This course prepares to the exam ICDL ADVANCED - Presentation. If you wish to take this exam, please contact our secretariat who will let you know the cost of the exam and will take care of all the necessary administrative procedures for you

Participant profiles

- Anyone who already have advanced knowledge of the PowerPoint presentation tool and wish to obtain the ICDL certification

Prerequisites

- Basic software knowledge and computer skills

Objectives

- Understand target audience, venue and technical considerations in presentation planning
- Create and modify templates and themes, and work with slide master layouts
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility
- Apply advanced chart formatting features and create and edit diagrams
- Insert audio and video, create audio and screen recordings, and apply built-in animation features
- Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation
- Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show

Niveau

Avancé
Classroom Registration Price (CHF)
1300
Virtual Classroom Registration Price (CHF)
1200
Duration (in Days)
2
Reference
ECDL3-AM6