



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SPECIFICATION

DELIVERY MODE	TRAINING TYPE	LEARNING CONTENT/TRAINING CONTENT OUTLINE	DURATION OF THE COURSE
<p>Face to Face</p> <p>Service provider training venue</p>	<p>Powerpoint</p>	<p>Presentation basics</p> <ul style="list-style-type: none"> • Create a new blank presentation • Save a presentation • Use a template to create a presentation • Add, delete, and organise slides • Create a presentation using existing content • Print a presentation <p>Work with text</p> <ul style="list-style-type: none"> • Format characters • Format lists • Create and format text boxes • Use proofing tools <p>Design a presentation</p> <ul style="list-style-type: none"> • Format presentations with themes and layouts • Change slide backgrounds • Insert date, footer, and slide numbers • Link to web pages and other programs • Work with sections • Customise Slide Master <p>Tables</p> <ul style="list-style-type: none"> • Create tables • Import tables from external sources • Modify table layout • Format tables <p>Graphics</p> <ul style="list-style-type: none"> • Insert and format images • Add shapes to slides • Order and group shapes <p>Deliver a presentation</p> <ul style="list-style-type: none"> • Adjust slide orientation and size • Customise audience handouts • Choose slides to display • Rehearse and record a slide show • Set up a slide show • Work with presentation tools • Package a presentation for CD delivery <p>Charts</p> <ul style="list-style-type: none"> • Build charts • Modify chart type and data • Modify chart elements • Format a chart <p>SmartArt graphics</p> <ul style="list-style-type: none"> • Add SmartArt to a Slide 	<p>2 - 5 days</p>

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| | | <ul style="list-style-type: none">• Modify SmartArt | |
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Deliver a presentation

- Adjust slide orientation and size
- Customise audience handouts
- Choose slides to display
- Rehearse and record a slide show
- Set up a slide show
- Work with presentation tools

TAKE NOTE OF THE BELOW

Assessment Type: EXAM

Service Provider **MUST** provide or attach course outline

Accreditation Status: Suppliers who are accredited with QCTO

-Offering Accredited Courses.

