

# ECDL – Presentations

**Course length:** 11 hours\*

**Course Code:** 104080BT006

**This course will enable you to create a professional-looking presentation using a combination of text, graphics and charts.**

**It can help you to work towards formal assessment for the nationally recognised ECDL qualification.**

## Benefits for the Learner

Whether you're holding a meeting, presenting at a conference or delivering a pitch to customers, you need to make your point powerfully and professionally.

This course gives you the skills you need to create eye-catching and memorable business presentations. You'll be shown how to create a presentation from scratch, using text, bullet points and graphics. You'll learn how to enhance a presentation using text formatting, colour schemes, charts, tables and animations. And you'll be shown how to deliver your finished presentation as a slide show and in print format.

## Benefits for the Business

In today's highly competitive market, you often have just one chance to get your message across. So you need to ensure you make maximum impact and be confident that it's delivered in a professional and memorable way.

This course will help your managers to harness the powerful Microsoft PowerPoint software to make maximum visual impact during a business presentation. They'll learn to use the templates, slide layouts and chart options to get the message across, and use the print and handout options so that the audience can take away the key points for later reference.

## What You Get From This Course

Having completed this course, you will be able to:

- Create a new presentation
- Alter the look of slides by changing the font type and size
- Use templates and design your own slides
- Add graphics and charts to slides
- Deliver a slide show using animations and slide transitions
- Make speaker notes and print audience handouts

## What Does the Course Cover?

- Creating a simple presentation
- Changing the look of slides
- Moving text and graphics
- Working with text
- Working with graphics
- Working with charts
- Changing the design of presentations
- Organising a slide show
- Adding effects and running a slide show
- Sharing data with other applications

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

\*Courses are accessible for six months from the date of purchase.