ICDL

PRESENTATION
[TGS-2020-504097]

SSTC school of *Professional Development*
A DIVISION OF SSTC INSTITUTE

CERTIFIED SKILLS FOR A DIGITAL WORLD

PERFORM PRESENTATION FUNCTIONS (ICDL PRESENTATION)

- Enhance Productivity
- Create Attractive Presentations
- Apply Animations & Transition Effects
- Working with Slide Layouts, Templates and Themes
- Handling Text, Tables, Charts & Graphical Objects
- Use Master Slide Effectively

GLOBALLY RECOGNISED STANDARD

SSG APPROVED & SFC ELIGIBLE

OVER 16 MILLION PEOPLE CERTIFIED WORLDWIDE

DIGITAL SKILLS FOR EMPLOYABILITY & PRODUCTIVITY

ENQUIRE NOW!

☎ +65 6235 5685
✉ info@sstc.edu.sg

TRAINING LOCATION CONNECTED TO HARBOURFRONT MRT (NE1/CC29) EXIT B

MODULE GOALS

Successful candidates will be able to:

- ☑ Work with presentations and save them in different file formats, locally or in the cloud.
- ☑ Use available help resources to enhance productivity.
- ☑ Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- ☑ Enter, edit and format text and tables in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- ☑ Choose, create and format charts to communicate information meaningfully.
- ☑ Insert, edit and align pictures and drawn objects.
- ☑ Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

COURSE CONTENT

1. USING THE APPLICATION
1.1 Working with Presentations
1.2 Enhancing Productivity

2. DEVELOPING A PRESENTATION
2.1 Presentation Views
2.2 Slides
2.3 Master Slide

3. TEXT
3.1 Handling Text
3.2 Formatting
3.3 Tables

4. CHARTS
4.1 Using Charts
4.2 Organisation Charts

5. GRAPHICAL OBJECTS
5.1 Insert, Manipulate
5.2 Drawing

6. PREPARE OUTPUTS
6.1 Preparation
6.2 Check and Deliver

COURSE DETAILS

DURATION
15.25 training hours
0.75 assessment hours

MODE OF TRAINING
Full Time/Part Time

COURSE LANGUAGE
English

ENTRY REQUIREMENTS
Demonstrate listening, speaking, reading, and writing skills (English) at a level equivalent to Employability Skills System (ESS) Literacy Level 4
Demonstrate numeracy skills at a level equivalent to Employability Skills (ESS) Numeracy Level 4

COST COMPONENTS PER TRAINEE

Course Fee (excluding GST)	$430.00
Goods and Services Tax	$30.10
TOTAL	$460.10

ICDL COURSES@SSTC

Word Processing	Online Collaboration
Advanced Word Processing	Digital Marketing
Spreadsheets	Secure Use of IT
Advanced Spreadsheets	Image Editing (Photoshop)
Advanced Presentation	ICT in Education