



ADVANCED PRESENTATION

[CRS-Q-0040887-ES]



CERTIFIED SKILLS FOR A DIGITAL WORLD

PERFORM ADVANCED PRESENTATION FUNCTIONS
(ICDL ADVANCED PRESENTATION)

- Effective Presentation Planning and Creation
- Edit Slide Master and Create Templates
- Using Charts & Diagrams
- Handling and Formatting Graphical Objects
- Integrating Audio, Video and Animation
- Enhancing Productivity



GLOBALLY
RECOGNISED
STANDARD



SSG APPROVED
& SFC ELIGIBLE



OVER 16 MILLION
PEOPLE CERTIFIED
WORLDWIDE



DIGITAL SKILLS FOR
OCCUPATIONAL
EFFECTIVENESS

ENQUIRE NOW!

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TRAINING LOCATION CONNECTED TO FARRER PARK MRT [NE8]



Cert. No.: EDU-2-2049
Validity : 08/05/2017 - 07/05/2021

SSTC Institute
Reg. No. 200402964R
Validity: 20/05/2019 - 19/05/2023

MODULE GOALS



Successful candidates will be able to:

- ✓ 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.



COURSE CONTENT



1. PRESENTATION PLANNING

- 1.1 Audience and Environment
- 1.2 Design, Content and Layout

2. SLIDE MASTERS AND TEMPLATES

- 2.1 Slide Masters
- 2.2 Templates

3. GRAPHICAL OBJECTS

- 3.1 Formatting Drawn Objects
- 3.2 Formatting Pictures, Images
- 3.3 Handling Graphical Objects

4. CHARTS AND DIAGRAMS

- 4.1 Using Charts
- 4.2 Using Diagrams

5. MULTIMEDIA

- 5.1 Audio, Video
- 5.2 Animation

6. ENHANCING PRODUCTIVITY

- 6.1 Linking, Embedding
- 6.2 Importing, Exporting, Securing

7. MANAGING PRESENTATIONS

- 7.1 Custom Shows
- 7.2 Slide Show Settings
- 7.3 Slide Show Delivery



COURSE DETAILS



DURATION

23 training hours
1 assessment hour

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)	\$540.00
Goods and Services Tax	\$37.80
TOTAL	\$577.80

ICDL COURSES@SSTC

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