



# PRESENTATION

[CRS-Q-0040725-ES]



## 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!**

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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:

- ✓ 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
<b>TOTAL</b>	<b>\$460.10</b>

### 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