THE LEARNING DEVELOPMENT GROUP

Information Technology

Microsoft Office PowerPoint Levels 1&2

MICTSETA Statement of Results

SAQA ID:	Level 1: 117923
	Level 2: 116930
NQF Level:	Level 2 & 3

Introduction

Based on SAQA unit standards, these two practical programmes will give individuals introductory and intermediate skills in working with MS PowerPoint.

Level 1 is for individuals who are new to PowerPoint or who have received little formal training. Delegates will learn how to plan, produce, use and evaluate presentations using a Graphical User Interface (GUI)-based application.

Level 2 builds on level 1 skills and is for individuals who have been using PowerPoint at an intermediate level and need additional skills on the application's features. It covers creating graphs, organisational charts and drawings, importing images and objects and manipulating them, using animations and transitions and customising Master Slides in presentations.

Target **Audience**

Level 1 is aimed at individuals who need basic knowledge to create and produce MS PowerPoint presentations.

Level 2 is aimed at individuals who need intermediate knowledge to enhance MS PowerPoint presentations by using features like graphs, charts, images and animations.

Entry **Requirements**

• Mathematical and Communication competency at NQF Level 1 (MS L1) and NQF level 2 (MS L2).

• The ability to operate a personal computer at NQF Level 1 (MS L1), successful pass of Level 1 programme outcomes (MS L2).

Additional **Requirements**

• Access to a PC, software and the internet for course work.

• Internet and bandwidth to accommodate virtual, facilitator-led sessions.

Course **Delivery** & **Assessment**

We use inclass, virtual class and blended interactive facilitated training sessions, group discussions, assignments and self study to embed skills.

You will need to:

• Attend all lectures and sessions.

• Demonstrate theoretical and practical understanding of programme content.

• Compile and submit a Portfolio of Evidence (PoE).

To receive your respective MS Level 1 & 2 SETA issued Statement of Results, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning **Outcomes**

By the end of the programme, you will be able to:

• MS PowerPoint Level 1: Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation, work with multiple presentations, customise views and preferences, apply special formatting, use special effects and customise and evaluate presentations for specific purposes.

• MS PowerPoint Level 2: Use a Graphical User Interface (GUI)-based presentation application to enhance a presentation's appearance by creating graphs, organisational charts and drawings, importing images, manipulating images and objects, using animation effects and transitions and customising master slides.

Course **Content**

Microsoft Office: PowerPoint
Accreditation Body: MICTSETA

SAQA ID: MS Level **1:** 117923 | **NQF Level:** 2 | **Credits :** 5
SAQA ID: MS Level **2:** 116930 | **NQF Level:** 3 | **Credits :** 5

MS PowerPoint Level 1: Use A Graphical User Interface (GUI)-based Presentation Application To Prepare And Produce A Presentation According To A Given Brief

- Prepare and produce a presentation according to a specified brief
- Adjust settings to customise the view and preferences of the presentation application
- Work with multiple presentations
- Format a presentation according to given specifications
- Use special presentation effects
- Apply special formatting to a presentation, according to given specifications, to enhance the presentation
- Customise a presentation for a specified purpose

MS PowerPoint Level 2: Use A Graphical User Interface (GUI)-based Presentation Application To Enhance Presentation Appearance

- Create a graph in a presentation
- Create an organisational chart in a presentation
- Create a drawing in a presentation
- Import images into a presentation
- Images and objects are manipulated in a presentation
- Animation effects and transitions are applied or added to a presentation
- Master slides are customised within a presentation

Each MS level course, aligned to its relevant SAQA Unit Standard, can be run as an individual programme but we strongly recommend all three are run in sequence and consecutively.

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