



ICDL Workforce
For Employability and Productivity

The Presentations module covers the main concepts and skills needed to work with presentation software to create and use presentations with Microsoft Powerpoint. Presentations are a helpful way of communicating information, whether it is to be delivered by a speaker or used as a reference or guide. Being able to present information so that it can be clearly understood is a valuable skill in the workplace.

This module is suitable for a wide range of candidates in any type of job role that involves communicating with different audiences for different purposes.

Objectives

- 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, and choose different built-in slide layouts, designs, and themes.
- Recognize good practice 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.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

Develop the skills needed to communicate information using presentation software.

Outcomes

- Understand the key concepts of using presentation software
- identify the options available in built-in layouts, designs, and themes
- Recognize good practice in formatting text and tables
- Know how to add charts, pictures, and drawn objects to enhance presentations
- Prepare a presentation to be used for presenting or printing

Key Courses

- Using the application
- Developing a presentation
- Charts
- Graphical objects
- Prepare outputs

Certification Awarded
Upon Completion