

IC3 - Presentations

Programme Title:	Internet and Computing Core Certification (IC3)
Module Title:	Presentations
Content Provider:	Computer Press

Overview

Identify different types of information sources on the Internet. Be able to use a Web browsing application. Be able to search the Internet for information.

Content Outline

- Understand PowerPoint And Slide Design
 - Open Existing PowerPoint Presentations
 - Examine The PowerPoint Window
 - Navigate Through Presentations
 - Understand Slide Layouts
 - Create Presentations Manually
 - Edit And Format Text In Presentations
 - Understand Numbered Lists
 - Create Numbered Lists
 - Understand Bullets
 - Add Bullets
 - Demote And Promote Text In The Slide Pane
 - Insert Slides And Change Layouts
 - Understand Templates
 - Apply Design Templates
 - Understand Title And Slide Masters
 - Zoom And Scroll With The Scroll Bar
 - Modify Font Formatting In The Slide Master
 - Use Multiple Masters
 - Understand Color Schemes
 - Apply Color Schemes
 - Modify Background Shading
 - Modify Font Colors And Apply Shadows
 - Understand PowerPoint Tables
 - Create PowerPoint Tables
 - Copy And Paste Text In Tables
 - Merge Cells And Delete Rows
 - Import Word Tables
 - Modify Table Text And Borders
 - Add Diagonal Borders To Tables
 - Understand Charts
 - Import Excel Charts
 - Add Charts And Import Excel Data
 - Add Clip Art To Slides
 - Resize Clip Art
 - Crop Pictures
 - Create Basic Shapes
 - Change Colors Using The Format Dialog Box
 - Arrange Shapes
 - Create And Modify AutoShapes
 - Rotate Graphics
 - Examine WordArt
 - Create WordArt
 - Modify The Appearance And Shape of WordArt
 - Create Effects For WordArt
 - Examine The Outline Tab
 - Add Titles And Subtitles In The Outline Tab
 - Rearrange Slides In The Outline Tab
 - Promote And Demote Text In The Outline Tab
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- Delete Slides
 - Copy And Move Slides In Slide Sorter View
 - Import Outlines From Word
 - Explore Notes And Handouts
 - Create And Modify Speaker Notes
 - Create Notes In Notes Page View
 - Design Audience Handouts
 - Preview Presentations In Print Preview
 - Print Presentations
 - Preview Presentations In Slide Show View
 - Understand Transitions
 - Apply Slide Transitions
 - Use On-screen Navigation Tools

Certification/Qualifications

This IC3 module prepares students to sit the IC3 - Living Online external assessment. See <http://www.ic3.co.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the four (4) modules that make up the IC3 - Living Online external assessment is ten (10) hours.