

**Duration:** 11 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**An attractive, professional presentation is a powerful business tool. Good presentations give a positive impression and can help to win sales, upskill staff or introduce a new product.**

The ECDL (European Computer Driving Licence) is one of the most widely recognised computing qualifications. It's made up of seven separate sections, which together lead to the ECDL qualification, a certificate recognised by both public and private sector organisations.

The sixth course provides the skills needed to create and deliver polished presentations using Microsoft PowerPoint, and sit for the relevant part of the ECDL qualification.

## Who is the course for?

Whatever your role, if you need to prepare and conduct presentations, then **ECDL 6 – Presentations is for you.**

There are no entry requirements, but the ability to use a computer for basic tasks is expected. Ideally, users will have already completed the first two ECDL courses.

Those interested in working towards the ECDL qualification can buy all seven courses in a single ECDL bundle. This works out nearly £60 cheaper than buying each course separately. The required assessments for the qualification must however be purchased separately from an approved ECDL test centre. To pass the ECDL qualification, tests must be passed for all seven modules.

To get the most from this course access to Microsoft PowerPoint is advised. Those wishing to focus on a particular version of PowerPoint may wish to choose from **PowerPoint 2000**, **PowerPoint 2003**, and **PowerPoint XP** courses, although these courses do not link to the ECDL qualification.

## What will you get from this course?

When you have completed this course, you will be able to:

- understand when and why to use presentation software
- prepare a new presentation
- customise your presentation with different font types and sizes
- use templates and design your own slides
- choose, adapt and add graphics to slides
- create and insert charts
- run a slide show with animations and slide transitions
- produce speaker notes and printed handouts
- save and share data with other applications.

## Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course begins with how to construct a simple presentation. Later, it guides you through the more complicated tools that help bring your presentation to life and keep your audience engaged.

A diagnostic test at the beginning of each chapter will highlight areas where this course will help to improve your knowledge. Real-life scenarios and interactive activities make learning relevant and enjoyable. Each module includes exercises to help consolidate your learning and check that you're ready to move on.

The course finishes with an interactive presentation project which you can complete in your own time. The project is based on realistic situations and gives you the opportunity to try out your new skills.

## Course modules

- Creating a Simple Presentation
- Moving Text and Graphics
- Working with Graphics
- Changing the Design of Presentations
- Adding Effects and Running a Slide Show
- Changing the Look of Slides
- Working with Text
- Working with Charts
- Organising a Slide Show
- Sharing Data with Other Applications

## Does the course lead to a formal qualification?

This course, in conjunction with the six other courses featured in the ECDL Skills Suite, can be used to work towards the ECDL qualification. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

### Other courses you might be interested in

ECDL 1 – Concepts of IT  
ECDL 2 – Using Your Computer  
ECDL 3 – Word Processing  
ECDL 4 – Spreadsheets  
ECDL 5 – Databases

ECDL 7 – Electronic Communication  
The Apprentice: Selling, Pitching  
and Presenting  
Presentations 2: The Presentation

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