

COURSE TITLE	AM6 - ADVANCED ECDL MODULE 6: PRESENTATION (MQF LEVEL 4)																		
COURSE AIM	This course will help students to obtain the skills and knowledge required for ECDL/ICDL Advanced "Presentation Advanced". Students will learn how to use Microsoft PowerPoint to create a presentation incorporating multimedia elements, animation and custom shows.																		
COURSE CONTENTS	<table border="0"> <tr> <td>1. Designing a Presentation</td> <td>10. Using the Clip Organizer Adding Media Elements</td> </tr> <tr> <td>2. Using Templates and Masters</td> <td>11. Importing and Exporting Data</td> </tr> <tr> <td>3. Background Effects</td> <td>12. Animating Objects</td> </tr> <tr> <td>4. Arranging Objects</td> <td>13. Action Settings</td> </tr> <tr> <td>5. Formatting Objects</td> <td>14. Creating a Custom Show</td> </tr> <tr> <td>6. Drawing a Flowchart</td> <td>15. Recording a Macro</td> </tr> <tr> <td>7. Inserting a Chart</td> <td>16. Giving out a Presentation</td> </tr> <tr> <td>8. Formatting a Chart</td> <td></td> </tr> <tr> <td>9. Scatter and Combination Charts</td> <td></td> </tr> </table>	1. Designing a Presentation	10. Using the Clip Organizer Adding Media Elements	2. Using Templates and Masters	11. Importing and Exporting Data	3. Background Effects	12. Animating Objects	4. Arranging Objects	13. Action Settings	5. Formatting Objects	14. Creating a Custom Show	6. Drawing a Flowchart	15. Recording a Macro	7. Inserting a Chart	16. Giving out a Presentation	8. Formatting a Chart		9. Scatter and Combination Charts	
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DURATION	20 hours																		
SCHEDULE	Two or three times a week, evenings.																		
VENUE	At the ETC Training Complex in Hal Far.																		
ELIGIBILITY	Students are recommended to have mastered the objectives of ECDL Module 6 "Presentation Graphics" before attempting this course.																		
FEE	The course is provided free of charge by ETC. A fee is charged for the application of the ECDL modules exam. Each module has an exam fee of €27.95 for registered unemployed persons and €35 for employed and non-registering unemployed persons. These fees are non-refundable. Resits cost €14 each for registered unemployed and €30 for employed and non-registering unemployed persons.																		
CERTIFICATION	A Letter of Attendance is issued by ETC. However, persons wishing to gain the European Computer Driving Licence qualification may apply at the ETC Test																		

Centre in order to carry out the related tests.

For further details please contact the ETC Training Complex, Hal Far on telephone number 22201100
or email: etc@gov.mt