



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Create And Edit Slide Presentations With Powerpoint Training

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 116933 · NQF Level 1 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to create, edit, and format slide presentations using Microsoft PowerPoint. Participants will learn to design professional slides, incorporate multimedia elements, and deliver effective presentations. The course is aligned with SAQA Unit Standard 116933 and is ideal for enhancing workplace communication and productivity.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	116933
Accreditation	SAQA Accredited · NQF Level 1 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Create a new slide presentation using a template or blank layout, incorporating text, images, and basic formatting.
- Edit an existing presentation by modifying slide content, applying themes, and adjusting layout and design elements.
- Apply formatting techniques such as font styles, bullet points, and colour schemes to enhance visual appeal.
- Insert and manage multimedia elements including images, charts, tables, and audio or video clips.
- Demonstrate the ability to add transitions and animations to slides for effective presentation flow.
- Evaluate and apply presentation delivery settings, including slide show setup and printing options.

WHO SHOULD ATTEND

- This course is intended for individuals who need to create and edit slide presentations in a business or educational environment, including administrative staff, managers, trainers, and anyone seeking to improve their PowerPoint proficiency.

COURSE OUTLINE

Day 1: Foundational Skills in PowerPoint

- Overview of the PowerPoint interface: ribbons, tabs, and panes.
- Creating and saving presentations: using templates and blank presentations.
- Working with slides: adding, deleting, and rearranging slides.
- Formatting text: font styles, sizes, colours, and alignment.
- Inserting and formatting images, shapes, and SmartArt.
- Using slide layouts and themes for consistent design.
- Adding transitions between slides.
- Saving in different formats (PPTX, PDF) and printing options.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
24 Aug 2026	24 Aug 2026	On-Campus	Shenzhen, China
25 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
26 Aug 2026	26 Aug 2026	On-Campus	Bangkok, Thailand
27 Aug 2026	27 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
27 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
28 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
31 Aug 2026	31 Aug 2026	On-Campus	Harare, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116933) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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