

Applying for this Course:

To apply for this course you should be 16 years of age or older and ideally hold at least an 'O' Level standard of education in order to allow you to follow terminology and course notes with greater facility. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birzebbuga, Ħal Far BBG3000.

On successful completion of this Course, the learner will have theoretical and practical knowledge of :

- ✓ Working with Presentations
- ✓ Enhancing Productivity
- ✓ Presentation Views
- ✓ Creating and Editing Slides
- ✓ Master Slides
- ✓ Handling Text
- ✓ Formatting
- ✓ Lists
- ✓ Tables
- ✓ Using Charts
- ✓ Creating and Editing Organisation Charts
- ✓ Inserting and Manipulating Graphical Objects
- ✓ Drawing Graphical Objects
- ✓ Spell Check
- ✓ Delivering Presentations

The ECDL Standard Certificate is awarded to candidates who successfully complete all four (4) Base modules and any three (3) Standard modules. The ECDL Standard certificate awarded is referenced to Level 3 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning.