



## **TERMS OF REFERENCE:**

### **APPOINTMENT OF SERVICE PROVIDER TO DELIVER MICROSOFT ADVANCED POWERPOINT COURSE**

#### **1. Purpose**

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Microsoft Advanced PowerPoint course.

#### **2. Background**

The Department of Public Works & Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

Microsoft Advanced PowerPoint course was identified by one (01) official in the Directorate: Town Planning Services.

#### **3. Expected Outcomes/ Deliverables**

The course will help the official to present complex data in a structured and logical format during meetings, briefings, and public addresses.

#### **4. The course content should cover the following areas:**

##### **Working with Objects & Pictures**

- Creating Your Own Drawings,
- Order Objects,
- Grouping And Ungrouping Graphics,
- Rotate and Align Graphics,
- Insert and Edit Pictures,
- Compress Pictures,
- Cropping A Picture, and
- Screenshots.



### **Advanced Animations**

- Animating Objects,
- Custom Animation,
- Motion Path Animations, and
- Animate Sound Or Video Using The Animation Painter.

### **Slide Transitions**

- Apply and edit Transitions, and
- Tips and Best Practices.

### **Media Clips (Adding Interactivity)**

- Insert Videos,
- Screen Recordings,
- Editing Videos in PowerPoint,
- Trim a Video,
- Insert Audio,
- Record Sound,
- Record a Voice,
- Narration Recording,
- Audio For the Entire Slide Show,
- Managing Recorded Audio, and
- Deleting Or Re-Recording Narration.

### **Interactive Presentations**

- Hyperlinks In PowerPoint,
- Create Links Using the Action Option,
- Action Buttons in PowerPoint, and
- Customizing Action Buttons.

### **Professional Presentations**

- Set Up A Slide Show,
- Presenter View Navigation from Within a Slideshow,
- Custom Slide Shows,
- Rehearse Timings, and
- Play Without Narration and Timings.



**5. Duration of the course**

The course should be presented over a period of three (03) days.

**6. Total number to be trained**

One (01) official from Head Office is to attend the course.

**7. Certification**

The official should be awarded Certificate of Attendance upon successful completion of the course.

**8. Training venue**

The training venue should be provided by the service provider and should be around Gauteng.

**9. Training dates**

Training dates shall be determined by the appointed service provider.

**10. Specific professional experience**

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Microsoft Advanced PowerPoint. The service provider must provide a competent facilitator for this course.

**10. Special Requirements**

It is a requirement that all service providers facilitating any type of training be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

**11. All disbursements must be included within the cost per delegate.**



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## **12. Enquiries**

All enquiries should be directed to:

**Ms Tumelo Sibandze**  
**Training and Development**  
**(012) 406 1157**