POWERPOINT 2010 INTRODUCTION TRAINING

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COURSE LENGTH: 1.0 DAYS

The PowerPoint 2010 Introduction Training course covers the basic functions and features of PowerPoint 2010 that make it the most widely-used presentation tool. This course can also help you prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883).

During this course, you will learn how to: use of PowerPoint's window interface and help system, create, save, and rearrange presentations, format text and shapes, duplicate, move, resize, rotate and use drawing and objects on slides, work with graphics, insert tables and charts, preview, proof, run, and print presentations and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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POWERPOINT 2010 INTRODUCTION TRAINING COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Introduction training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, participants will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects.

Finally, participants will learn to proof, run, and print presentations.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the Introduction and Advanced courses for PowerPoint 2010.

OUTCOMES

▶ Open & close presentations
▶ Create a presentation
▶ Add, rearrange & delete slides
▶ Add, edit & format slide text
▶ Insert slides from other presentations
▶ Apply character & paragraph formatting
▶ Find & replace text
▶ Copy & paste text
▶ Draw & format shapes
▶ Duplicate, delete and move objects
▶ Resize, rotate and align objects
▶ Add text to objects & use text boxes
▶ Add & modify WordArt
▶ Insert & modify pictures
▶ Create & format charts & diagrams
▶ Apply design themes
▶ Specify slide transitions & timings
▶ Add & format speaker notes
▶ Set up a slide show
▶ Preview, print & run presentations

MODULES

Lesson 1: Getting started

▶ The PowerPoint window
▶ Getting help

Lesson 2: New presentations

▶ Creating presentations
▶ Saving presentations
▶ Rearranging and deleting slides
▶ Using slides from other presentations

Lesson 3: Formatting slides

▶ Formatting text
▶ Modifying text
▶ Formatting paragraphs

Lesson 4: Using drawing objects

▶ Adding shapes
▶ Modifying objects
▶ Using text in objects

Lesson 5: Working with graphics

▶ WordArt
▶ Pictures
▶ Clip art

Lesson 6: Using tables and charts

▶ Tables
▶ Charts
▶ Diagrams

Lesson 7: Modifying presentations

▶ Templates and themes
▶ Slide masters
▶ Transitions and timings
▶ Speaker notes
▶ Slide shows

Lesson 8: Proofing and delivering presentations

▶ Proofing presentations
▶ Running presentations
▶ Printing presentations

WEB LINKS

▶ View this course online
▶ In-house Training Instant Quote