



## Microsoft PowerPoint 2010

Level 2 (Advanced )

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

This course builds on the foundation skills covered in the PowerPoint Introduction course. You will learn advanced techniques for creating high quality presentations using text formatting, transition and animations, media files, Slide Masters and much more.

### What You Will Learn:

At the completion of this course participants will be able to:

- Insert and modify Images
- Apply Animations to presentations
- Use Media and Action Buttons
- Use and apply Presentation Themes
- Modify Slide Masters and create Templates
- Set up a presentation based on how it is to be delivered
- Save and Share presentations
- Create and work with tables and charts

### How You Will Benefit:

This course is primarily designed for people who are keen to broaden their understanding and knowledge of Microsoft PowerPoint 2010 to create computer presentations. It is ideal for people who work in positions where presenting information in an effective manner is important.

### Course Content

The course covers:

#### Tables

- Inserting A Table
- Applying A Table Style
- Inserting Rows And Columns
- Merging And Splitting Cells
- Resizing And Positioning A Table
- Formatting Table Data
- Applying Borders
- Applying Shading
- Adjusting Column Widths
- Adjusting Row Heights
- Aligning Table Data

#### Charts

- Inserting A Chart
- Changing The Chart Type
- Applying A Chart Style

- Changing The Chart Layout
- Modifying Chart Data
- Formatting Chart Elements
- Working With Pie Charts

#### Images

- Inserting And Resizing An Image
- Positioning An Image
- Removing An Image Background
- Rotating, Flipping And Cropping Images

#### Editing Images

- Applying Colour Corrections
- Recolouring An Image
- Applying A Picture Style
- Applying Picture Effects
- Applying Artistic Effects I
- Inserting A Screenshot

- Inserting A Screen Clip
- Creating A Photo Album

#### Animation

- Animating Text And Objects
- Applying Multiple Effects
- Applying Motion Paths
- Setting The Timing
- Animating SmartArt Graphics
- Applying Slide Transitions

#### Media And Action Buttons

- Inserting A Video Clip
- Optimising And Compressing Media
- Inserting A Linked Media File
- Inserting Action Buttons

#### Themes

- Applying A Theme
- Modifying Theme Colours



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- Changing Theme Fonts
- Changing The Slide Background
- Saving A Customised Theme

### Slide Masters

- Viewing The Slide Master
- Changing The Master Font
- Modifying Bullets
- Inserting An Image
- Inserting Slide Numbers

### Templates

- Creating A Custom Template
- Inserting Content
- Saving A Custom Template
- Using A Custom Template

### Setting Up The Show

- Recording The Slide Show
- Setting Up A Self-Running Presentation
- Rehearsing Timings
- Setting Up A Speaker-Led Show

### Saving And Sharing Presentations

- Packaging Presentations For CD
- Saving A Presentation As A PDF Document
- Saving A Presentation As A Video
- Sending A Presentation Via Email
- Broadcasting A Slide Show

#### What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

#### What You Need To Know:

As this is an advanced level course participants must have either attended an introduction course or have acquired the equivalent skills.

#### Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

#### Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

#### Which Course Next?:

This is the most advanced Powerpoint course

#### Dates & Times:

Please refer to separate workshop schedule.

#### Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course