



Microsoft PowerPoint 2010

Level 1 (Introduction)

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 is an introduction to the effective design, creation and presentation of information using Microsoft PowerPoint. You will learn many tips and tricks to save time when creating presentations and you will explore the tools and features in PowerPoint that will help you create engaging and dynamic presentations.

What You Will Learn:

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

- work with the basic features of PowerPoint
- work with presentations
- create a new presentation
- add slides with different layouts
- insert and modify clip art in your presentation
- draw and work with shapes
- create and work with SmartArt
- navigate a slide show in PowerPoint
- Use a range of printing techniques
- Work with the basic features of PowerPoint
- find the information you need in Help

How You Will Benefit:

This course is suited to anyone who needs to know how to use Microsoft PowerPoint 2010 to create computer presentations.

Course Content

The course covers:

Getting To Know PowerPoint

- Starting PowerPoint
- The PowerPoint Screen
- How Microsoft PowerPoint 2010 Works
- Using The Ribbon
- Using Ribbon KeyTips
- Minimising The Ribbon
- Understanding The Backstage View
- Accessing Backstage
- Using Shortcut Menus
- Understanding Dialog
- Launching Dialog Boxes

- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Exiting Safely From PowerPoint

Working With Presentations

- Opening A Presentation
- Switching Between Presentations
- Understanding PowerPoint Views
- Changing Presentation Views

- Navigating A Presentation
- Using The Zoom Tool
- Closing A Presentation
- Opening A Recent Presentation

Creating A Presentation

- Planning A Presentation
- Presentation Methods And Hardware
- Principles Of Effective Presentation Design
- Creating A Blank Presentation
- Creating A Presentation Based On A Template



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- Creating A Presentation Based On A Theme
- Typing Text Into The Outline Pane
- Saving A Presentation
- Inserting Slides And Text
- Previewing A Slide Show

Slide Layouts

- Understanding Slide Layouts
- Inserting A Title Slide
- Inserting A Title And Content Slide
- Inserting A Section Header Slide
- Inserting A Table
- Inserting A Picture With Caption Slide
- Inserting A Chart
- Applying A Different Layout To A Slide

Working With Text

- Typing Text into a Slide
- Editing Text
- Moving and Resizing Placeholders
- Applying Font Formatting
- Applying Paragraph Formatting
- Converting Text To SmartArt
- Applying WordArt To Text

SmartArt

- Understanding SmartArt

- Inserting A SmartArt Graphic
- Inserting Text
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before And After
- Adding An Assistant
- Promoting And Demoting Shapes
- Switching SmartArt Right To Left
- Resizing SmartArt
- Changing The SmartArt Layout
- Applying A Colour Scheme
- Applying A SmartArt Style
- Deleting SmartArt Shapes

Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Combining Shapes
- Formatting Shapes
- Copying Shapes
- Aligning Shapes
- Inserting And Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes To Your Slides
- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink
- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
- Keyboard Shortcuts For Navigating Slide Shows
- Presenting A Slide Show

Printing

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline

Getting Help

- Understanding How Help Works
- Browsing For Help
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help



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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:

This course assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

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?:

Microsoft PowerPoint Advanced

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