POWERPOINT 2010 INTRODUCTION

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Microsoft PowerPoint 2010 Introduction

COURSE LENGTH: 1.0 DAYS

With PowerPoint 2010, you can generate presentations that combine text, graphics, charts, clipart and WordArt into magnificent visuals that hold your audience's attention. To learn the fundamentals needed to make and modify basic presentations by using Microsoft Office PowerPoint 2010, enroll in a PowerPoint class with PD Training.

With this PowerPoint 2010 Introduction training course, you will explore the PowerPoint environment and create a presentation. Upon the completion of the course, you will be able to add, rearrange & delete slides, add, edit & format the texts on the slides, apply character & paragraph formatting, add & modify WordArt, create & format charts & diagrams and much more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft PowerPoint 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

POWERPOINT 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Introduction training course running in Kuala Lumpur and Malaysia 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