MICROSOFT POWERPOINT 2010 INTRODUCTION

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Microsoft PowerPoint 2010 is the one of the most well-known and powerful presentation tools used to create and deliver professional presentations.

The PD Training MS PowerPoint 2010 Introduction Training Course provides you with the skills to build your first presentation using common PowerPoint features such as how to use templates, formatting slides, proofing, using graphics and text, using clips and charts and more. The course is designed to help you create professional presentations effortlessly.

This engaging training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click on the Public Class tab below to view our MS PowerPoint 2010 Introduction Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT POWERPOINT 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Introduction training course running in Auckland, Wellington, Christchurch and New Zealand 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