

Microsoft® PowerPoint 2010 – Introduction

Duration: 1 day

This course is designed for delegates who are new to using PowerPoint. Delegates will learn the basic skills necessary to begin effectively creating presentations with clarity and visual impact.

Who should attend this course?

Individuals new to using Microsoft PowerPoint

Course Objectives

Upon completion of this course participants will be able to:

- Start the PowerPoint program and identify on-screen features
- Change a slide layout and apply a design template
- Move, copy and edit slides
- Format text and format painter
- Use PowerPoint's drawing tools within a slide
- Incorporate Clip Art and SmartArt in to a slide
- Use slide and slideshow options
- Insert tables from MS Word
- Organise slides and use the slide print functions

Course Outline

Using Basic Presentation Skills

- Entering text into a presentation
- Adding a new slide

Working with Presentations

- Navigating slides
- Changing the slide layout
- Changing the design template

Editing and Proofing Text

- Moving/copying text between slides
- Using Undo and Redo

Formatting Presentation Text

- Changing text
- Using the Format Painter

Formatting Bullets & Numbers

- Creating bulleted and numbered lists
- Creating multi-level lists

Printing

- Selecting Page Setup options
- Printing slides
- Printing handouts and note pages

Using Graphic Images

- Working with graphics
- Using the insert Clip Art task pane
- Using slide layouts
- Inserting, cropping, moving, formatting & resizing a picture

Using Slide Sorter View

- Selecting multiple slides
- Moving slides in Slide Sorter View
- Duplicating slides in Slide Sorter View
- Copying slides in Slide Sorter View
- Deleting slides in Slide Sorter View

Using Slide Show View

- Running a slide show
- Navigating a slide show
- Using the Pen Tool to annotate
- Changing the Pen Tool colour

Creating Basic Charts

- Using charts in presentations
- Creating a chart
- Deleting data from the datasheet
- Entering the data into the datasheet
- Changing the chart type

Using SmartArt

- Creating SmartArt diagrams
- Editing SmartArt
- Using the SmartArt ribbon bars

- **Using Tables**

- Inserting a Word table
- Editing a Word Table
- Using Table AutoFormat
- Adjusting table cells