

Microsoft PowerPoint 2010 Basics; (Level 1 & Level 2)

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Audience: Presentation skills are required for many different job roles and professionals from all departments need to know how to present effectively. Learn about the PowerPoint environment, create presentations and format text, work with drawing tools, WordArt, images and tables and charts on slides to enhance clarity. Work with design themes, slide master, transition, timings and notes. You will then finalize a presentation for slide shows and for a kiosk.

This course is suited for those using Microsoft PowerPoint 2007 and 2010. We run Microsoft PowerPoint 2010.

Microsoft PowerPoint 2010 Basics; Level 1

Unit 1: Getting started

Topic A: The PowerPoint window, 2010 Ribbon, Views, QuickAccess toolbar, and running a presentation

Topic B: Getting help

Unit 2: New presentations

Topic A: Creating presentations, adding slides, slide layouts, entering text, editing text

Topic B: Saving presentations and locations

Topic C: Rearranging and deleting slides

Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Formatting text, Format Painter

Topic B: Modifying text, Bullet Styles

Topic C: Formatting paragraphs

Unit 4: Using drawing objects

Topic A: Adding shapes

Topic B: Modifying objects, including duplicating, deleting, moving, resizing and rotating and aligning objects

Topic C: Using text in objects and text boxes

Unit 5: Working with graphics

Topic A: WordArt

Topic B: Navigating to picture locations, inserting pictures, modifying and grouping images together and Clip art.

Prerequisites: Basic computer skills such as navigating in Windows and internet browsing suggested, but not required.

Course Length: 16 hours each *varies, based on need.*

Tuition: \$500

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Assessment & Customization

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Unit 6: Using tables and charts

Topic A: Insert, modify and format tables

Topic B: Insert and modify charts

Topic C: Insert SmartArt hierarchy charts and diagrams

Unit 7: Modifying presentations

Topic A: Create presentations from templates and work with design theme. Create and work with sections

Topic B: Understand Slide master, modify and create slide masters and work with the variety of master slide layouts

Topic C: Set transitions for individual slides and entire presentation. Add timings and rehearse timings.

Topic D: Speaker notes and headers and footers for notes

Topic E: Setting up slide shows for presentation and kiosks

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations

Topic B: Running presentations, hide and unhide slides

Topic C: Page setup for printing presentations and slides, handouts and notes.

What's Next?? Advanced PowerPoint 2010 60 Days of Post-Course Support

Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.