



computer training options

Microsoft PowerPoint 2010 **Advanced Training**

Introduction:

The skills and knowledge acquired in Microsoft PowerPoint 2010 Level 2 are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

Learning Outcomes:

At the completion of MS PowerPoint Level 2 course you should be able to:

- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- create animations in a presentation
- insert video and sound clips, and work with action buttons
- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- set up a presentation for the required presentation mode
- save and share your presentation in different formats

Target Audience:

Microsoft PowerPoint 2010 Level 2 is designed for users who are keen to broaden their understanding and knowledge of the software. It is ideal for people who work in areas where effective presenting of information is important.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



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Course Content

Tables

Inserting A Table
Applying A Table Style
Inserting Rows And Columns
Merging And Splitting Cells
Resizing And Positioning A Table
Formatting Table Data
Applying Borders
Applying Shading
Adjusting Column Widths
Adjusting Row Heights
Aligning Table Data

Charts

Inserting A Chart
Changing The Chart Type
Applying A Chart Style
Changing The Chart Layout
Chart Elements
Modifying Chart Data
Deleting Data Series
Changing The Layout Of Chart Elements
Formatting Chart Elements
Working With Pie Charts

Images

Inserting A Picture
Resizing An Image
Positioning An Image
Removing An Image Background
Inserting Clip Art
Rotating And Flipping An Image
Cropping An Image

Editing Images

Applying Colour Corrections
Recolouring An Image
Applying A Picture Style
Applying Picture Effects
Applying Artistic Effects
Inserting A Screenshot
Inserting A Screen Clip
Creating A Photo Album

Animation

Understanding Animation
Animating Text
Animating Objects
Applying Multiple Effects
Applying Motion Paths
The Animation Pane
Setting The Timing
Animating SmartArt Graphics
Applying Slide Transitions

Media And Action Buttons

Understanding Media In PowerPoint
Inserting A Video Clip
Inserting An Audio Clip
Inserting A Clip Art Video
Optimising And Compressing Media
Inserting A Linked Media File
Understanding Action Buttons
Inserting Action Buttons

Themes

Understanding Themes
Applying A Theme
Modifying Theme Colours
Changing Theme Fonts
Changing The Slide Background
Saving A Customised Theme

Slide Masters

Understanding Slide Masters
Viewing The Slide Master
Changing The Master Font
Modifying Bullets
Inserting An Image
Inserting Slide Numbers

Templates

Creating A Custom Template
Customising The Design
Customising The Layout
Inserting Content
Saving A Custom Template
Using A Custom Template

Setting Up The Show

About Self-Running Presentations
Recording The Slide Show
Setting Up A Self-Running Presentation
Rehearsing Timings
Setting Up A Speaker-Led Show

Saving And Sharing Presentations

Packaging Presentations For CD
Saving A Presentation As A PDF Document
Saving A Presentation As A Video
Sending A Presentation Via Email
Broadcasting A Slide Show

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