Microsoft PowerPoint 2010
Introduction Training

Introduction:

The skills and knowledge acquired in Microsoft PowerPoint 2010 Level 1 are sufficient to be able to create real-world presentations. You will learn how to run a slide show, print and publish presentations.

Learning Outcomes:

At the completion of MS PowerPoint Level 1 course you should be able to:

- work with the basic features of PowerPoint
- work with presentations
- create a new presentation
- work with the various slide layouts
- insert text onto a slide and apply basic formatting
- create and work with SmartArt graphics
- draw and format shapes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- find the information you need in Help

Target Audience:

Microsoft PowerPoint 2010 Level 1 is designed for users who are keen to learn how to use this application to present information.

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

Course Content

Getting To Know PowerPoint
Starting PowerPoint
The PowerPoint Screen
How Microsoft PowerPoint 2010 Works
Using The Ribbon
Using Ribbon KeyTips
Minimising The Ribbon
Understanding The Backstage View
Accessing Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding The Quick Access Toolbar
Adding Commands To The QAT
Understanding The Status Bar
Customising The Status Bar
Exiting Safely From PowerPoint

Working With Presentations
Opening A Presentation
Switching Between Presentations
Understanding PowerPoint Views
Changing Presentation Views
Navigating A Presentation
Using The Zoom Tool
Closing A Presentation
Opening A Recent Presentation

Creating A Presentation
Planning A Presentation
Presentation Methods And Hardware
Principles Of Effective Presentation Design
Creating A Blank Presentation
Creating A Presentation Based On A Template
Creating A Presentation Based On A Theme
Typing Text Into The Outline Pane
Saving A Presentation
Inserting Slides And Text
Previewing A Slide Show

Slide Layouts
Understanding Slide Layouts
Inserting A Title Slide
Inserting A Title And Content Slide
Inserting A Section Header Slide
Inserting A Table
Inserting A Picture With Caption Slide
Inserting A Chart
Applying A Different Layout To A Slide

Working With Text
Typing Text Onto A Slide
Editing Text
Moving And Resizing Placeholders
Applying Font Formatting
Applying Paragraph Formatting
Converting Text To SmartArt
Applying WordArt To Text

SmartArt
Understanding SmartArt
Inserting A SmartArt Graphic
Inserting Text
Adding Shapes Below
Adding Shapes Above

Adding Shapes Before And After
Adding An Assistant
Promoting And Demoting Shapes
Switching SmartArt Right To Left
Resizing SmartArt
Changing The SmartArt Layout
Applying A Colour Scheme
Applying A SmartArt Style
Deleting SmartArt Shapes

Shapes
Drawing Shapes
Resizing Shapes
Editing Shapes
Positioning Shapes
Arranging Shapes
Combining Shapes
Formatting Shapes
Copying Shapes
Aligning Shapes
Inserting And Formatting Text
Connecting Shapes
Grouping Shapes
Rotating Shapes

Slide Show Navigation
Using Slide Sorter View
Reusing Slides
Adding Sections
Adding Notes To Your Slides
Slide Numbers
About Hyperlinks
Creating An Internal Hyperlink
Creating A Hyperlink To Another Presentation
Creating A Hyperlink To Another Application
Keyboard Shortcuts For Navigating Slide Shows
Presenting A Slide Show

Printing
Understanding Printing
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages
Printing The Outline

Getting Help
Understanding Help
Accessing Help
Browsing For Help
Navigating Help
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Using Dialog Box Help
Other Sources Of Help

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