1 day course

Who should attend?

This course is intended for new Microsoft PowerPoint 2010 users.

Prerequisites

Windows 2000, Windows XP, or Windows Vista

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Identify PowerPoint 2010 screen elements and terms in preparation for making efficient use of the program.
- Create a new presentation based on templates or themes, and use outlines to organize the text of a presentation.
- Create a consistent look throughout your presentations by using and customizing themes and styles, and learn how to preview and print your presentations.
- Enhance your presentations by using PowerPoint 2010 slide layouts and text formatting tools.
- Use PowerPoint's features for organizing and editing the information in your presentations.
- Enhance presentations by adding and modifying WordArt, SmartArt, and clip art graphics.
- Produce onscreen slide shows.

Course Content

Getting Started
Understanding Presentation Concepts ; Getting Started
Creating a New Presentation
Creating a New Presentation ; Organizing Text in Outlines
Working with Themes and Masters
Understanding Themes and Quick Styles ; Modifying the Theme Slide Master ; Previewing and Printing a Presentation
Designing a Presentation
Applying Slide Layouts ; Formatting Text
Making Modifications
Formatting Bullets ; Editing a Presentation
Enhancing Presentations with Objects
Adding and Modifying WordArt ; Adding and Formatting SmartArt ; Adding and Managing Objects ; Adding Graphics
Producing a Presentation
Building a Slide Show ; Running a Slide Show