



PowerPoint 2010 Upgrade

Upgrade to PowerPoint 2010

3 hours

Is this course for you?

You are familiar with older versions of PowerPoint (such as PowerPoint 2003 or PowerPoint xp) and now wish to explore the features and changes in the latest version.

Pre-requisites

The course assumes that delegates are familiar with:
basic Windows operations, such as using a mouse and opening and saving files
creating a presentation, editing slides and running a slide show in a previous version of PowerPoint

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to use the new facilities in PowerPoint 2010, such as SmartArt, improved graphics and new animation tools, to create and run a presentation. You will understand the different file formats available and know where to look for extra help and information.

Please let me know if you have company templates available for creating presentations.

A handout covering the main course topics will be provided.

Find your way round PowerPoint 2010

- Why the new layout?
- The PowerPoint screen
- The Ribbon and tabs
- The File tab (Backstage view)
- The Quick Access toolbar

Get help

- Use onscreen help to locate commands

Work in PowerPoint 2010

- Create a presentation
- Apply a theme or use a template
- Create slides using new slide layouts
- Format text
- Switch between PowerPoint views
- Organise slides into sections

Save a presentation

- Understand the new file formats
- Use the compatibility checker
- Save a presentation in the old file format
- Save a presentation in pdf format

Use graphics in PowerPoint 2010

- Insert a picture
- Use new tools to format a picture

Use SmartArt diagrams

- Select a SmartArt design
- Add text
- Format a diagram

Animate a presentation

- Use new tools for slide transitions and to animate text on a slide

Run a slide show

- Prepare to show a presentation
- Use shortcut keys to run a show

Print a presentation

- Print individual slides
- Create handouts
- Print Speaker Notes

This is a provisional course outline and may change