PowerPoint 2010 Level 1 New User (Full day)
Create a presentation
1 day

Is this course for you?

You have not used PowerPoint before, or you have used a previous version and want a refresher on the basics as you upgrade to PowerPoint 2010. At the end of the course, there is the opportunity to spend some time creating a presentation.

Pre-requisites

The course assumes that delegates are familiar with:
    basic Windows operations, such as using a mouse and opening and saving files
    inserting and editing text in a document

Course duration

1 day

Course objectives

At the end of the course, you will be able to create a new presentation, choose a design, and add slides with text, pictures and diagrams. You will know how to animate slides, run a PowerPoint show and print handouts to take away. The course includes time to create and show a presentation.

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

There is also a half day Level 1 course which covers fewer topics and has less time for delegates to practice their skills

A handout covering the main course topics will be provided.

Find your way round PowerPoint 2010
    The PowerPoint screen
    The Ribbon and tabs
    The File tab (Backstage view)
    The Quick Access toolbar
    Slides and placeholders

View presentations in PowerPoint 2010
    View presentation text with Outline view
    Get an overview with Slide Sorter
    Start and exit a PowerPoint show

Build a presentation
    Create a new presentation
    Apply a theme or template

Edit a presentation
    Edit and format text on a slide
    Create a new slide and select a layout
    Re-arrange and delete slides

Save a presentation
    Understand the new file formats
    Save in a previous PowerPoint version

Print a presentation
    Print individual slides
    Create handouts
    Print Speaker Notes

Add pictures and drawings
    Use Clip Art and pictures
    Insert a shape
    Format pictures and shapes
    Use SmartArt diagrams

Insert a chart
    Select a chart type
    Add data
    Edit a chart

Animate a presentation
    Use a transition to move between slides
    Animate text on a slide

Run a slide show
    Prepare to show a presentation
    Use shortcut keys to run a show

This is a provisional course outline and may change

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