



PowerPoint 2010 Level 1 New User (Half day)

Create a presentation

3 hours

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.

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

3 hours, including a 15 minute break.

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 and pictures. You will know how to animate slides, run a PowerPoint show and print handouts to take away.

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

There is also a full day Level 1 course, which includes some extra topics and also gives delegates more time to practice with the software.

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

- Move between slides
- View presentation text with Outline view
- Get a presentation 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
- Select a slide layout
- Re-arrange and delete slides

Add pictures

- Add a picture to a slide
- Use Clip Art in a presentation

Animate a presentation

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

Save a presentation

- Understand the new file formats
- Use the Compatibility checker
- Save in a previous PowerPoint version

Print a presentation

- Print individual slides
- Create handouts
- Print Speaker Notes

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