PowerPoint 2010 Level 2
Presenting information
3 hours

Is this course for you?

You can create and run simple presentations in PowerPoint 2010 and wish to learn more about the tools available for laying out and presenting information on slides.

Pre-requisites

The course assumes that delegates are familiar with:
    topics covered in the PowerPoint Level 1 course, including creating presentations, adding slides and running slide shows.

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be familiar with some of the different ways you can present information in PowerPoint, including using pictures, videos, charts and diagrams. You will also be able to use PowerPoint as a tool for laying out posters and creating graphics which can then be inserted in other documents.

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

*This could be combined with the Level 2 **Create and distribute advanced presentations** course to make a full day PowerPoint Intermediate course.*

A handout covering the main course topics will be provided.

Add pictures and Clip Art
    Format graphics
    Adjust and crop pictures
    Add an artistic effect
    Add a caption using a text box

Use video in a presentation
    Considerations when using video
    Insert a video
    Trim a video clip
    Show video in a Slide Show

Add a chart
    Choose a chart type
    Add chart data
    Change chart formatting

Use SmartArt diagrams
    Select a SmartArt design
    Add text
    Add extra shapes
    Format the diagram
    Save the diagram as a picture for re-use elsewhere

Create your own drawings
    Set up PowerPoint grid and guides
    Add a drawing shape
    Add text to a shape
    Build a diagram using connectors
    Save a slide as a picture

Use PowerPoint to layout a poster
    Change slide size and orientation

This is a provisional course outline and may change