

# PowerPoint 2010 with Pitman Training

There are two advantages to our Microsoft PowerPoint training. One is that it's broken down into thirteen easily handled lessons - the other is that it puts the powerful Pitman Training name on your CV - and that's something other Microsoft PowerPoint courses just can't compete with.

PowerPoint presentations are used at conferences, for training, for promotion, reviews, the list is endless. This course will teach you how to produce multimedia, interactive presentations with internet and multi-application access, create the look and feel you want, and get your message across to the target audience in a professional and appealing format.

## Designed for

Our PowerPoint course is suitable for those looking for a beginner level introduction to this popular presentation software. Many PAs, EAs, VAs, Office Managers utilise this software in their roles and obviously it's the perfect course for anyone who wants to create interesting and engaging presentations!

## Aims and Objectives

Our Microsoft PowerPoint course will guide you step-by-step through this popular presentation software to help you create engaging, attractive presentations.

## Course Content

**Lesson One:** Finding your way around backstage view, opening, closing and saving a presentation, running the presentation as a slide show, accessing different Powerpoint views and using zoom controls, navigating between slides, creating a presentation, adding a new slide, entering and editing text, working with bulleted text, the Notes pane, printing the slides.

**Lesson Two:** Understanding the principles of presentation planning & design, using AutoFit options, deleting a slide, selecting and formatting text, using the Undo button, resizing and moving a placeholder, identifying, applying & resetting slide layouts, selecting a built-in background style and applying a fill colour, saving a presentation with a new filename.

**Lesson Three:** Applying a theme and selecting colour & font schemes, saving a custom theme, selecting slides, moving, copying and deleting slides, editing slide text, selecting multiple slides, re-using slides from another presentation, the find and replace feature, spelling check, using autocorrect, moving and copying content in a slide and from one slide to another, copying slides, using sections to organise and manage your presentation, deleting a custom theme.

**Lesson Four:** Selecting and rearranging slides in the outline tab, expanding and collapsing the slide outline, promoting and demoting outline text, inserting slides from a Word outline, adding a new title slide and section, background styles, adding headers and footers to notes and handouts, using the notes master, printing notes, generating handouts, using the handout master, printing the slide outline, selecting page setup options for slides.

**Lesson Five:** Slide Master View, adding a graphic to the slide master view, formatting the Slide Master, formatting the layout masters, including the title slide layout master, displaying footer text, date, and slide numbers, creating a custom layout in slide master view, applying a theme, using multiple slide masters, hiding and unhiding slides, using the slide show toolbar, saving a presentation as a template, creating a new presentation from a template.

**Lesson Six:** Drawing, resizing, moving, copying and rotating shapes, inserting text into a shape, specifying size & position of a shape, and cropping an object, selecting multiple objects, grouping, ungrouping and aligning, applying Quick Styles, changing shape fill, shape outline and shape effects changing the theme of a presentation, inserting and formatting Clip Art images, creating, formatting and enhancing WordArt, working with pictures and callouts.

**Lesson Five:** Using the ruler, gridlines and guides, working with shapes - drawing, shading, rotating and moving, grouping and formatting, moving and resizing, adding shape effects, changing the order on a slide, adding text, using pictures, merging shapes, formatting the outline; adding multiple animations, using the animation pane.

**Lesson Six:** SmartArt Graphics - creating, changing the type and layout, adding text and shapes, converting text to a SmartArt graphic, animating SmartArt; Text boxes - inserting and formatting, moving and resizing; WordArt - creating, formatting and enhancing, animating.

**Lesson Seven:** Using the zoom controls; Photographs - inserting, applying artistic effects and corrections, cropping, compressing; Audio - inserting from a file, using the playback ribbon, removing audio; Video - inserting and linking video files; Hyperlinks - inserting and editing, hyperlinks between slides, using pictures, linking to other files and websites; Action buttons.

**Lesson Eight:** Autofit, Using data from Word and Excel, moving and resizing placeholders, line spacing, copying text and slides between open presentations, reusing slides, adding footers to the entire presentation/selected slides, slide numbers, adding a date/time, using Notes.

**Lesson Nine:** Outline view, working with a slide master, multiple slide masters, creating a new theme, using templates, creating new templates, generating and printing handouts

**Lesson Ten:** Rehearsing slide timings, working with the rehearsal toolbar, changing timings, setting up a slide show, Slide Show view, Presenter view, creating and running a custom slide show, selecting show types.

A comprehensive reference section is included, offering additional learning support and information.

## Benefits

- Learn how to use this popular presentation program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration: 30 hours**

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