

Microsoft Office PowerPoint 2010: Level 1

Objectives: You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Designed for: This course is designed for people who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft Office PowerPoint 2010.

Prerequisites: Learners should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content:

Getting Started with PowerPoint

- Identify the Elements of the User Interface
- View a Presentation
- Save a Presentation
- Use Microsoft PowerPoint Help

Creating a Basic Presentation

- Initiate a Presentation
- Enter Text
- Arrange Text
- Format Text Placeholders
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Formatting Text on Slides

- Apply Character Formats
- Format Paragraphs

Adding Graphical Objects to a Presentation

- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to Text in a Presentation

Modifying Graphical Objects in Presentations

- Edit Graphical Objects on a Slide
- Format Graphical Objects on a Slide
- Group Graphical Objects on a Slide
- Arrange Graphical Objects on a Slide
- Apply an Animation Effect to a Graphical Object

Working with Tables

- Insert a Table in a Slide
- Format Tables
- Import Tables from Other Office Applications

Working with Charts

- Insert Charts in a Slide
- Modify a Chart
- Import Charts from Other Office Applications

Preparing to Deliver a Presentation

- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



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