Microsoft PowerPoint 2010 Essentials

WALL TO WALL COMPUTER SERVICES

Duration: **1 Day**   Course Code: **PPT10E**

This course is designed to provide an overview of the key elements required for using PowerPoint for screen and printed presentations right through to adding Animations and slide Transitions.

Learning Outcomes

By the end of this course students will be able to create and edit presentations, add/edit slide layouts, insert graphics and clip art images, enhance presentations with themes, drawing objects and set PowerPoint Default setting with Slider Masters, add Animation and Effects, Print and Present.

Prerequisites

This course is designed for students with little or no knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Creating a Blank Presentation
- Selecting an Auto Layout
- PowerPoint Panels
- Using the Quick Access Toolbar
- Working with the Ribbon

Building a Presentation

- Creating a New Presentation
- Entering Text in a Presentation
- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Adding new Slides
- Using Different Slide Layouts
- Working with Bulleted Lists
- Inserting Clipart and Graphics
- Using WordArt
- Applying Artistic Effects
- Charts and Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

Navigating and Views

- Navigating Between Slides
- Switching Views
- Using Normal View
- Changing Magnification Levels
- Converting Slide Layouts

Using Outline Mode

- Creating a Bulleted List
- Collapsing/Expanding Slides
- Demoting/Promoting Text Items
- Reordering Text Items
- Adding Slides from Outline Pane
- Deleting Slides from Outline
- Rearranging Slides from Outline Mode

Proofing your Document

- Checking Spelling as you Type
- Running the Spell Checker
- Finding and Replacing Text

Enhancing a Presentation

- Changing the Font and Size
- Changing the Font Style and Effect
- Adjusting Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing
- Adding WordArt
- Creating/Modifying Charts

Drawing Objects

- Inserting Drawing Objects
- Working with Lines
- Using AutoShapes
- Formatting Objects
- Duplicating Drawing Objects
- Rotating/Flipping Objects
- Adding Text to Drawing Objects

Working with Slide Masters

- The Importance of the Slide Master
- Slide Master Types
- Editing Slide Master Settings
- Adding Headers and Footers

Designing and Running a Show

- Using Slide Show View
- Transitions and Animations
- Setting Transition Options
- Adding Pre-set Animations
- Adjusting Sliding Timings
- Rehearsing Slide Presentation Timings
- Running a Slide Show

Printing Presentation

- Setting Page Setup Options
- Printing Slides
- Printing Handouts, Speaker Notes and Outline View
- Emailing Presentations
- Publishing a Presentation for the Web