

Course PPT1001: Microsoft PowerPoint 2010 – Basic Level

One Day, Instructor-Led

Pre-requisites

- Windows 7 – Basic or Equivalent Experience

Course Outline

Unit 1: Getting started

- The PowerPoint window
- Getting help

Unit 2: New presentations

- Creating presentations
- Saving presentations
- Rearranging and deleting slides
- Using slides from other presentations

Unit 3: Formatting slides

- Formatting text
- Modifying text
- Formatting paragraphs

Unit 4: Using drawing objects

- Adding shapes
- Modifying objects
- Using text in objects

Unit 5: Working with graphics

- WordArt
- Pictures
- Clip art

Unit 6: Using tables and charts

- Tables
- Charts
- Diagrams

Unit 7: Modifying presentations

- Templates and themes
- Slide masters
- Transitions and timings
- Speaker notes
- Slide shows

Unit 8: Proofing and delivering presentations

- Proofing presentations
- Running presentations
- Printing presentation

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes