

course overviews

MICROSOFT POWERPOINT 2010



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CREATING A POWERPOINT PRESENTATION

Duration: 6 hours
Audience: No or minimal previous experience with electronic presentation tools
Topics:

- PowerPoint Environment
- Designing a Presentation
- Working with a Presentation
- Themes
- Introduction to Slide Masters
- Smart Tags
- Creating New Slides
 - Identify the slide types
 - Balance the type and use
- Creating and Manipulating Slides
 - Title
 - Bullet
 - Table
- Proofing Tools
- Working with Different Views
 - Normal View
 - Outline View
 - Slide Sorter View
 - Notes and Handouts
- Working with Graphic Objects
 - AutoShapes
 - WordArt
 - SmartArt
 - Clipart
 - Pictures
- Slide Show Effects
 - Slide Transitions
 - Animation
- Linking Data from Other Applications
 - Creating a Link
 - Link Management
- On-Screen Presentations
 - Hiding Slides
 - Black and White Slides
 - Slide Show Set Up
 - Summary Slides
- Printing Options

FINE TUNING POWERPOINT PRESENTATIONS

Duration: 6 hours
Audience: Has attended an Creating a PowerPoint Presentation course or has equivalent knowledge
Topics:

- Creating a Consistent Look
 - Working with Slide Masters
 - Slide Colour Schemes
 - Slide Backgrounds
- Style Checker
- Creating and Manipulating Slides
 - Charts
 - Organisation Charts
- Inserting Screen Shots
- Working with Multimedia
 - Video
 - Audio
- On-Screen Presentations
 - Custom Shows
 - Action Buttons
 - Hyperlinks
- Presentation Delivery
 - Presenter View
 - Working with Dual Monitors
 - Moving Between Slides
 - Screen Options
 - Mouse Pointer Options
- Introduction to Templates
- Distributing a Presentation
- Write-Up

ENHANCING A PRESENTATION WITH GRAPHICS

Duration: 6 hours
Audience: Has attended a Creating a PowerPoint Presentation course or has equivalent knowledge
Topics:

- AutoShapes
- WordArt
- Clipart
- Pictures
- SmartArt
- Charts
- Slide Show Effects
 - Slide Transitions
 - Animation
- Video, Photo, Audio and Picture editing
- Synchronized Overlay Text
- Animation Painter
- Capturing Screen Shots



Not what you are looking for?
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Training for Results! Improve your Productivity!