

PowerPoint 2010 – Level 1

How to choose a course:	When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need.
Course Description:	This course introduces and advances the use of Microsoft's presentation application, PowerPoint.
Ideal Participant:	This course is ideally suited to someone who has little or no experience with PowerPoint and wishes to become competent in its use and then some.
Course Duration:	2 Days

Topics

- **Getting to Know PowerPoint**
 - interface orientation and terminology
- **Working with Presentations**
 - opening presentations, using different views, navigating and zooming
- **Creating a Presentation**
 - presentation theory, creating a blank presentation, adding slides, adding text using Outline View
- **Slide Layouts**
 - importance of layouts, inserting slides with different layouts, changing a slides layout, using rich layouts
- **Working with Text**
 - adding text to slides, editing text, moving and resizing place holders, apply font formatting, applying WordArt to text
- **Tables**
 - inserting tables into slides, managing rows, columns and cells, formatting tables, applying a table style, change the alignment of data
- **Images**
 - inserting, resizing and positioning images, removing an image background, inserting Clip Art, rotating and flipping and cropping images
- **Shapes**
 - drawing shapes, resizing, editing, rotating and positioning shapes, arranging and aligning, inserting text onto shapes, connecting shapes, grouping shapes
- **SmartArt**
 - SmartArt methodology, adding SmartArt graphics, adding shapes to SmartArt, promoting and emoting shapes, different layouts, formatting SmartArt
- **Charts**
 - inserting charts, changing chart types, applying chart styles, applying chart layouts, modifying chart data, adding and formatting individual chart elements, working with pie charts

- **Themes**
 - theme methodology, applying themes, modifying themes, changing a slides background, save a customised theme
- **Printing**
 - previewing slides, printing slides, handouts, notes pages and outlines
- **Slide Masters**
 - Slide Master methodology, viewing the slide master, changing master attributes such as fonts, bullets and images and slide numbers
- **Templates**
 - creating a custom template, customise design and layout, saving and using templates
- **Slide Show Navigation**
 - reusing slides, adding sections, adding notes, slide numbers, using hyperlinks, keyboard shortcuts for navigating slide shows, presenting a slide show
- **Animation**
 - animating text and objects, applying multiple effects, using motion paths, the animation pane, working with timing, animating SmartArt graphics, applying slide transitions
- **Setting Up the Show**
 - applying slide show timings, self-running shows, setting up a speaker-led show
- **Saving and Sharing Presentations**
 - packaging presentations for CD, saving a presentation as a PDF document, saving a presentation as a video, sending a presentation via Email

* For course customisation options please contact SLM Images

* Please note this is a comprehensive 2 day course (recommended) but can easily be customised down to a 1 day version