

PowerPoint 2010 © Introduction



Sutherland
Computer
Training

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is designed for users who wish to use this application to present information.

LEARNING OUTCOMES

The skills and knowledge acquired in Microsoft PowerPoint 2007 © Introduction are sufficient to be able to create real-world presentations. The Learner will also learn how to add themes, run a slide show, print and publish presentations.

Getting To Know PowerPoint

- Starting PowerPoint
- The PowerPoint Screen
- How Microsoft PowerPoint 2010 Works
- Using the Ribbon
- Using Ribbon KeyTips
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Exiting Safely from PowerPoint

Working with Presentations

- Opening a Presentation
- Switching between Presentations
- Understanding PowerPoint Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Closing a Presentation
- Opening a Recent Presentation

Creating a Presentation

- Planning a Presentation
- Presentation Methods and Hardware
- Principles of Effective Presentation Design
- Creating a Blank Presentation
- Creating a Presentation Based on a Template
- Creating a Presentation Based On a Theme
- Typing Text into the Outline Pane
- Saving a Presentation
- Inserting Slides and Text
- Previewing a Slide Show

Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture with Caption Slide
- Inserting a Chart
- Applying a Different Layout to a Slide

Working with Text

- Typing Text onto a Slide
- Editing Text
- Moving and Resizing Placeholders
- Applying Font Formatting
- Applying Paragraph Formatting
- Converting Text to SmartArt
- Applying WordArt to Text

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Combining Shapes
- Formatting Shapes
- Copying Shapes
- Aligning Shapes
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to another Presentation
- Creating a Hyperlink to another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Presenting a Slide Show

Printing

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

Getting Help

- Understanding Help
- Accessing Help
- Browsing For Help
- Navigating Help
- Using the Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing a Help Topic
- Working with Screen Tips
- Using Dialog Box Help
- Other Sources of Help