Microsoft Power Point 2010

Level 1

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

The target student for the course is an individual who wants to learn the basic feature of PowerPoint to create effective presentations by using the drawing tools, clip art, WordArt, charts, and tables. Students need little or no experience using PowerPoint, but should be comfortable using a personal computer and Microsoft Windows XP or Vista, or preferably Windows 7.

This course assumes that students have completed the following course or have equivalent experience:
> Windows XP: Basic, Windows Vista: Basic, or Windows 7 Basic

Pre-Training Assessment:

If you're not sure which level you need to start your training with, feel free to request an online pre training assessment.

Documentation:

The following documentation is included with the course
> Microsoft Power Point 2010 Level 1 user guide
> Certificate of attendance

After attending you will be able to:

To enable delegates to:
> Identify components of the PowerPoint environment; open and run a presentation; use Help; and close a presentation and PowerPoint.
> Create a presentation and add slides to it; save a presentation; rearrange and delete slides; and insert slides from another presentation.
> Format text and bulleted lists; use the Find, Replace, Cut, Copy and Paste commands; and align text.
> Draw objects by using tools in the Drawing group; format, modify, move, rotate, align, and delete drawn objects; and add text to drawn objects.
> Use WordArt to create visually appealing text objects; add and modify pictures; and add and modify clip art images.
> Add a table to a presentation, enter text in the table, and format the table; create and format a chart; and insert a SmartArt hierarchy chart and modify it.
> Create a presentation from a template; use slide masters to make global design changes; specify slide transitions and timings; add speaker notes and footers to slides; and set up a slide show for a speaker and for a kiosk

> Proof a presentation for mistakes; preview and run a presentation; and print a presentation, a range of slides, an individual slide, hand-outs, and notes pages.

Who should attend?

This course is designed for people who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Power Point 2010 presentations.

Topics Covered

Unit 1: Getting started
  Topic A: The PowerPoint window
  Topic B: Getting help
Unit 2: New presentations
  Topic A: Creating presentations
  Topic B: Saving presentations
  Topic C: Rearranging and deleting slides
  Topic C: Using slides from other presentations
Unit 3: Formatting slides
  Topic A: Formatting text
  Topic B: Modifying text
  Topic C: Formatting paragraphs
Unit 4: Using drawing objects
  Topic A: Adding shapes
  Topic B: Modifying objects
  Topic C: Using text in objects
Unit 5: Working with graphics
  Topic A: WordArt
  Topic B: Pictures
  Topic C: Clip art
Unit 6: Using tables and charts
  Topic A: Tables
  Topic B: Charts
  Topic C: Diagrams
Unit 7: Modifying presentations
  Topic A: Templates and themes
  Topic B: Slide masters
  Topic C: Transitions and timings
  Topic D: Speaker notes
  Topic E: Slide shows
Unit 8: Proofing and delivering presentations
  Topic A: Proofing presentations
  Topic B: Running presentations
  Topic C: Printing presentations

Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg

For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz.