

## MICROSOFT POWERPOINT 2010 INTERMEDIATE TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The PowerPoint 2010 Intermediate course was designed to help users create more effective and engaging corporate presentations.

Participants will learn key skills like setting up and editing themes and backgrounds to enhance the look and feel of the slides, creating basic and advanced animations for engaging the audience, inserting and editing shapes, inserting and editing images for a more emotional experience and how to insert, edit and format tables to display financial or mathematic information, and finally the use of SmartArt for crafting predefined word and image styling.

When these skills are combined with actual organisational information, participants will have the ability to create truly impactful presentations that will be remembered and appreciated by the audience.

This Microsoft PowerPoint 2010 Intermediate training course can be delivered at your premises anywhere in Hong Kong by one of our expert local or international trainers.

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## MICROSOFT POWERPOINT 2010 INTERMEDIATE TRAINING COURSE OUTLINE

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### FOREWORD

Microsoft Office PowerPoint 2010 is the newest version of Microsoft's popular presentation application program. This course explores time-saving features that many everyday PowerPoint users don't take advantage of, including file management tools and options that will help you create an engaging, professional presentation.

Highlights of the course include information on file management tools; research features; themes and backgrounds; transitions; animations; all types of graphics (including shapes, tables, charts, SmartArt, pictures, Clip Art, photo albums, and screenshots); and an overview of some exciting new photo editing tools.

### Managing PowerPoint Files

To begin, participants will learn how to use Windows Explorer in PowerPoint and how to use other utilities like AutoRecover, the Document Inspector, the new Accessibility Checker, the Compatibility Checker, versioning, and media optimisation tools. Participants will also learn about security tools like passwords, encryption, digital signatures, and file properties. We'll also look at using other file formats, such as PDF, XPS, and PPT.

### Adding the Finishing Touches

This section will begin with an overview of PowerPoint's research tools: spell check, the thesaurus, and the translator. Next, we'll take a close look at themes, backgrounds, animations, and transitions.

### Adding Art to Your Presentation

Next, participants will learn about adding shapes and advanced types of text to slides.

### Working with Pictures

This section will focus on adding different types of images to a presentation, including pictures from a file, Clip Art, screenshots, and photo albums. Participants will also explore tools for managing, editing, and formatting pictures, including new artistic effects, new background removal tools, and picture styles

### Adding Diagrams, Charts, and Tables

Finally, participants will learn about PowerPoint's exciting SmartArt feature, plus how to add, edit, and format charts and tables.

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## OUTCOMES

### After completing this course participants will be able to:

- ▶ Use utilities such as AutoRecover, the Document Inspector, the Compatibility Checker and media optimisation tools
- ▶ Use security tools like passwords, encryption, digital signatures, and file properties.
- ▶ Use PowerPoint's research tools: spell check, the thesaurus, and the translator.
- ▶ Use other file formats, such as PDF, XPS, and PPT
- ▶ Add shapes and advanced types of text to slides.
- ▶ Adding pictures, Clip Art, screenshots, and photo albums to your presentation
- ▶ Add and edit SmartArt
- ▶ Format charts and tables

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## MODULES

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### Lesson 1: Managing PowerPoint Files

- ▶ Using Windows Explorer within PowerPoint
- ▶ File Management Tools
- ▶ Using Presentation Tools, Part One
- ▶ Using Presentation Tools, Part Two

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### Lesson 3: Adding Art to Your Presentation

- ▶ Drawing Shapes
- ▶ Working with Shapes
- ▶ Working with Text and Shapes
- ▶ Advanced Shape Tasks

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### Lesson 5: Adding Diagrams, Charts, and Tables

- ▶ Inserting Tables
- ▶ Editing Tables
- ▶ Formatting Tables
- ▶ Inserting Charts
- ▶ Inserting SmartArt
- ▶ Formatting SmartArt

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### Lesson 2: Adding the Finishing Touches

- ▶ Research Tools
- ▶ Using Themes and Backgrounds
- ▶ Creating Basic Animations
- ▶ Creating Advanced Animations

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### Lesson 4: Working with Pictures

- ▶ Inserting Pictures
- ▶ Editing Pictures
- ▶ Formatting Pictures
- ▶ Managing Pictures

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)