Phone: 5808 8521
Email: enquiries@pdtraining.com.hk

POWERPOINT 2010 INTRODUCTION

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COURSE LENGTH: 1.0 DAYS

PowerPoint 2010 is the most widely used presentation tool available. You can create presentations that combine text, graphics, charts, clipart and WordArt into stunning visuals that command attention.

This Microsoft PowerPoint 2010 training course from PD Training, introduces the PowerPoint environment as well as showing how to create outstanding presentations, formatting text and drawing objects.

This engaging training course is available now throughout Hong Kong, including Central.

This PowerPoint 2010 Introduction training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

POWERPOINT 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Introduction training course running in Central and Hong Kong wide, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, participants will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects.

Finally, participants will learn to proof, run, and print presentations.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the Introduction and Advanced courses for PowerPoint 2010.

OUTCOMES

- Open & close presentations
- Create a presentation
- Add, rearrange & delete slides
- Add, edit & format slide text
- Insert slides from other presentations
- Apply character & paragraph formatting
- Find & replace text
- Copy & paste text
- Draw & format shapes
- Duplicate, delete and move objects
- Resize, rotate and align objects
- Add text to objects & use text boxes
- Add & modify WordArt
- Insert & modify pictures
- Create & format charts & diagrams
- Apply design themes
- Specify slide transitions & timings
- Add & format speaker notes
- Set up a slide show
- Preview, print & run presentations

MODULES

Lesson 1: Getting started

- The PowerPoint window
- Getting help

Lesson 2: New presentations

- Creating presentations
- Saving presentations
- Rearranging and deleting slides
- Using slides from other presentations

Lesson 3: Formatting slides

- Formatting text
- Modifying text
- Formatting paragraphs

Lesson 4: Using drawing objects

- Adding shapes
- Modifying objects
- Using text in objects

Lesson 5: Working with graphics

- WordArt
- Pictures
- Clip art

Lesson 6: Using tables and charts

- Tables
- Charts
- Diagrams

Lesson 7: Modifying presentations

- Templates and themes
- Slide masters
- Transitions and timings
- Speaker notes
- Slide shows

Lesson 8: Proofing and delivering presentations

- Proofing presentations
- Running presentations
- Printing presentations

WEB LINKS

- View this course online
- In-house Training Instant Quote