

Microsoft PowerPoint 2010 - Intermediate

General Description

Enhance existing presentations with tables, charts, video clips, audio clips and action buttons. Use themes, slide masters and templates to create consistent presentations quickly and easily.

Learning Outcomes

- Insert a table, apply a table style, restructure a table and format table data
- Create a chart, change the chart layout, modify chart data and format chart elements
- Insert images and Clip Art, resize and position images, remove an image background and crop an image
- Recolour an image, apply picture effects and insert screenshots and screen clips
- Animate text, objects and SmartArt graphics
- Insert video and audio clips, optimise and compress media and insert action buttons
- Apply a theme, modify theme elements, change the slide background and save a custom theme
- View the slide masters, change the master font, modify bullets and insert an image
- Create, save and use a custom template
- Record a slideshow, rehearse timings and set up self-running presentations
- Save a presentation as a PDF file, save a presentation as a video and send a presentation via email

Duration

One Day

Prerequisite

Basic understanding of Microsoft PowerPoint

Topics

Tables

Charts

Images

Editing Images

Animation

Media and Action Buttons

Themes

Slide Masters

Templates

Setting Up the Show

Saving and Sharing Presentations