

Microsoft PowerPoint 2010 - Introduction

General Description

Create, present and print presentations incorporating text, pictures, tables, SmartArt and shapes.

Learning Outcomes

- Navigate the PowerPoint screen, use the Ribbon and customise the Quick Access Toolbar
- Open, manage and navigate existing presentation files
- Create new presentations based on themes and templates
- Insert new slides with various layouts and change the layout of an existing slide
- Add text to a slide, edit text, apply basic formatting and apply WordArt to text
- Create and alter the layout and formatting of SmartArt graphics
- Draw, edit, format, align, combine and group shapes
- Add sections to a presentation, create hyperlinks and present a slide show
- Print slides, handouts, notes pages and a text outline
- Access Help, navigate Help topics, search Help using keywords and print Help topics

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to know PowerPoint

Working with Presentations

Creating a Presentation

Slide Layouts

Working with Text

SmartArt

Shapes

Slide Show Navigation

Printing

Getting Help