

## MICROSOFT POWERPOINT 2010 INTRODUCTION TRAINING

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Microsoft  
PowerPoint 2010  
Introduction



**COURSE LENGTH: 1.0 DAYS**

The PowerPoint 2010 Introduction Training course is designed for beginners to learn the skills required to perform the basic functions and use the features of PowerPoint 2010 that make it the most widely-used presentation tool.

This course teaches you how to: use PowerPoint's window interface and help system, find, replace, copy or paste text, add & modify WordArt, create a presentation, insert slides from other presentations, duplicate, resize, move, align or delete objects in the presentation, set up and share a slide show and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT POWERPOINT 2010 INTRODUCTION TRAINING COURSE OUTLINE

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### FOREWORD

This PowerPoint 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, 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.

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### OUTCOMES

#### **By the end of this training course, participants will:**

- 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

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## MODULES

### Lesson 1: Getting Started

- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

### Lesson 2: Working with graphics

- WordArt
- Pictures
- Clip art

### Lesson 3: Getting started

- The PowerPoint window
- Getting help

### Lesson 4: Using tables and charts

- Tables
- Charts
- Diagrams

### Lesson 5: New presentations

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

### Lesson 6: Modifying presentations

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

### Lesson 7: Formatting slides

- Formatting text
- Modifying text
- Formatting paragraphs

### Lesson 8: Proofing and delivering presentations

- Proofing presentations
- Running presentations
- Printing presentations

### Lesson 9: Using drawing objects

- Adding shapes
- Modifying objects
- Using text in objects

### Lesson 10: Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

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## WEB LINKS

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