

Microsoft PowerPoint 2010 Advanced

Duration: 1 Day

This course has been designed for users who already have an understanding of PowerPoint but would like to improve their skills.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Slides

- Working with SmartArt
- Working with chart slides
- Working with ClipArt slides
- Working with table slides

Working with Objects

- Inserting objects
- Grouping objects
- Aligning objects
- Ordering objects
- Using rotate and flip

Working with the Presentation

- Slide sorter
- Deleting and moving slides
- Notes page
- Applying a footer
- Applying a background
- Importing slides from other presentations

Presentation Standards

- Themes
- Slide Masters
- Templates

Presentation Comments and Review

- Adding, using and hiding comments on a slide

Slide Show

- Adding transitions
- Adding Animations
- Hiding slides
- Presentation options

Custom Shows

- Creating a custom show
- Showing a custom show
- Managing a custom show

Importing Data

- Importing data from Word and Excel

Hyperlinks and Action Buttons

- Creating hyperlinks
- Action settings