

Microsoft PowerPoint 2010 Intermediate

Duration: 1 Day

This course has been designed for users who have a very basic knowledge of PowerPoint. Perhaps they can create a very simple presentation and would like to learn how to use more features, but they do not feel confident enough to attend the advanced course.

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

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

Master Slide

- Setting a standard for your presentation
- Inserting a logo

Templates

- Creating your own templates
- Using design templates

Importing Data

- Importing data from Word and Excel

Slide Show

- Adding transitions and effects
- Presenting the slide show