

## Microsoft PowerPoint 2010 Introduction

### Course length

1 day

### Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of PCs and Windows. The recommended maximum is 8 delegates.

### What will I learn?

At the completion of the course delegates will be able to:

- Find your way around PowerPoint and its screens
- Find the information you need in help
- Work with existing presentations
- Create new presentations
- Add new slides to a presentation
- use text appropriately in your PowerPoint presentations
- Use the drawing tools to create and manipulate a range of drawings in your presentations
- Insert and manipulate pictures
- Add, manage and use a range of clip art files
- Use themes to enhance your presentations
- Manage and manipulate slides within a presentation and between presentations
- Print your presentations in a variety of different formats
- Run a slide show with or without animation or transition effects
- Create and manipulate a range of different chart types
- Create and manipulate tables within a PowerPoint presentation
- Use SmartArt graphics to communicate important information in your presentations
- Identify the importance of planning a presentation

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

### Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

## Course contents

### Get to know PowerPoint 2010

- Starting PowerPoint
- The PowerPoint screen
- Using the ribbon
- Using keytip badges
- Minimising the ribbon
- Shortcut menus
- Using shortcut menus
- Understanding dialog boxes
- Launching dialog boxes
- The quick access toolbar
- Customising the quick access toolbar
- The office button
- Using the office button
- The status bar
- Customising the status bar
- Exiting safely from PowerPoint

### Getting help

- Understanding how Help works
- Accessing the Help window
- Browsing for help
- Returning to the home page
- Using the table of contents
- Searching using keywords
- Disconnecting online help
- Printing a Help topic
- Working with screen tips

### Working with presentations

- Opening existing presentations
- Switching between open presentations
- Understanding PowerPoint views
- Switching between views
- Closing a presentation

### Creating a presentation

- Designing a presentation
- Presentation methods & hardware
- Creating a new blank presentation
- Using installed or online templates
- Creating a presentation based on a theme
- Adding text using the outline pane
- Saving a presentation

### Working with slides

- Adding a title and content slide
- Adding a section header slide
- Adding a table on a slide
- Adding a picture with caption slide
- Adding a chart on a slide
- Changing the slide layout

### Text techniques

- Text pointers
- Adding text using a text placeholder
- Adding text into a text box
- Font formatting
- Formatting text
- Paragraph formatting
- Managing text in a placeholder using Autofit
- Changing bullets and numbering styles
- Manipulating placeholders
- Editing text
- Using undo and redo

### Drawing objects

- Drawing tools
- Drawing shapes
- Selecting objects
- Moving or copying objects
- Deleting objects
- Arranging objects
- Grouping objects
- Formatting objects
- Resizing objects
- Layering objects and changing their order

### Working with pictures

- Pictures overview
- Using a picture placeholder
- Using the insert tab to insert a picture
- Inserting a picture from the clip art pane
- The selection and visibility pane
- Using the selection and visibility pane
- The format picture tab
- Recolouring a picture
- Changing the picture style
- Rotating and flipping
- Cropping a picture
- Resizing a picture

### Clip Art

- The clip art pane
- Searching in the clip art pane
- Microsoft clip organizer
- Adding a photo to the clip organizer
- Working with clip keywords
- Managing clips
- Adding online clips to the organizer

### Themes

- Applying a new theme to a presentation
- Theme colours
- Theme fonts
- Theme effects
- Working with backgrounds
- Changing the page setup

# ALPHA TRAINING

DEVELOPING YOUR PEOPLE, TO GROW YOUR BUSINESS

## Slide management

- Using the slide sorter view
- Adding slides from other PowerPoint files
- Adding notes to your slides
- Greyscale and colour settings

## Printing

- Preview options
- Previewing and printing slides
- Printing
- Printing handouts
- Printing for overhead transparencies

## Running a slide show

- Running a simple slide show
- Setting slide transitions
- Animation
- Custom text animation
- Using custom animation
- Custom animation contents
- Using emphasis custom animation
- Advancing slides
- Setting up slide shows

## Charts

- Chart types
- Creating a chart
- Modifying the chart layout
- Adding titles to a chart
- Formatting the axes
- Changing the chart style and layout
- Editing and selecting chart data
- Selecting chart elements
- Chart formatting options
- Formatting a chart
- Changing fill colours
- Creating a pie chart
- Changing the chart type
- Manipulating charts

## Working with tables

- Adding a table to a slide
- Table tools – the design tab
- Table tools – the layout tab
- Creating a new table
- Formatting the table

## Working with SmartArt

- Understanding SmartArt
- Inserting SmartArt
- The SmartArt text pane
- Changing the SmartArt style
- Changing the colour of SmartArt styles
- Adding a new shape to a SmartArt graphic
- The SmartArt tools format tab
- Resizing and moving SmartArt




## Slide masters

- The slide master view
- Changing the slide master
- Changing slide layouts
- Inserting slide layouts and placeholders
- Multiple slide masters and master layouts
- Inserting a new slide master
- The handout master and notes
- Saving a new presentation template
- Using a presentation template

## Design considerations

- Planning a presentation
- The environment
- The audience
- Style design and layout

## How do I book?

-  Call us now on 020 8658 6994
-  Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)
-  Download our public course schedule



**Tel:** 020 8658 6994  
**Email:** [admin@alphatraining.com](mailto:admin@alphatraining.com)  
**Web:** [www.alphatraining.com](http://www.alphatraining.com)