

Course: PowerPoint 2010 FOR WINDOWS

Level: Beginner

Duration: 10 hours (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

Suitable for:

This course is designed for people who have little or no experience of PowerPoint or a presentation package.

Pre-requisites:

If you are not already familiar with Windows itself and the use of a mouse, it is recommended that you first go through the Microsoft Windows introduction course.

Course objectives:

To teach the essential features of this popular presentation package, enabling the individual to carry out a presentation with confidence.

Benefits:

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace in your own home

Syllabus includes:

- Before You Start
- Getting Started with Microsoft PowerPoint
- Presentation Windows and Views
- Using the Help System
- Basic PowerPoint Features
- Slide Layouts and Placeholders
- Opening, Saving and Closing Presentations
- PowerPoint Versions
- Themes
- Creating New Presentations
- Navigating Presentations
- Selecting Text
- Basic Text Formatting
- Illustrations and Drawing Tools
- Setting Slide Transitions
- Rehearsing Timings
- Setting up a Slide Show
- Using a Pen or Laser Pointer in a Slide Show
- Printing Presentations and Handouts
- Basic Options

Suitable follow on courses:

PowerPoint 2010 Intermediate course

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