

Course: PowerPoint 2010 FOR WINDOWS

Level: Intermediate

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
- Text Boxes and WordArt
- Moving and Copying Slides
- Inserting Slides from Another Presentation
- Copying and Moving Text
- Find and Replace Text
- Replace Fonts
- The Spelling Checker
- Undo, Redo and Repeat
- Headers and Footers
- Changing Orientation and Slide Size
- Paragraph Formatting
- Bullets and Numbering
- Creating PowerPoint Tables
- More on Drawing Objects
- Charts
- Organisation Charts
- Animation Effects
- Hidden Slides
- Slide, Handout and Notes Masters
- Creating PowerPoint Templates

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