



MS PowerPoint 2010
Advanced



Take the next step with your PowerPoint prowess!

PowerPoint 2010 Advanced Training Course

PowerPoint 2010 Advanced Training Course Foreword

In this Microsoft PowerPoint 2010 PowerPoint is a powerful presentation for the presentation of visual and graphical items. After completing this PowerPoint 2010 Advanced training you will be able to do everything from creating simple handouts to developing an animated presentation with audio.

Who should attend?

Anyone that wants to use PowerPoint 2010 to create professional presentations efficiently and take advantage of this new version of MS PowerPoint.

Course length

1-day

PowerPoint 2010 Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

PowerPoint 2010 Training Course - Lesson 2 **Adding Pictures**

- Inserting a Picture from a File
- Adding Screenshots
- Inserting Clip Art
- Using the Picture Tools Tab
- Resizing, Moving, and Deleting a Picture
- Removing a Picture's Background

PowerPoint 2010 Training Course - Lesson 3 **Working with Text Boxes**

- Inserting a Text Box
- Adding Text
- Using the Drawing Tools Tab
- Resizing, Moving, and Deleting a Text Box
- Formatting a Text Box

PowerPoint 2010 Training Course - Lesson 4 **Adding SmartArt**

- Inserting SmartArt
- Using the SmartArt Tools Tabs
- Adding Text to SmartArt
- Resizing, Moving, and Deleting SmartArt



PowerPoint 2010 Training Course - Lesson 5 **Adding Tables**

- Inserting a Table
- Adding Text to a Table
- Using the Table Tools Tab
- Modifying Rows and Columns
- Formatting a Table

PowerPoint 2010 Training Course - Lesson 6 **Inserting Advanced Objects**

- Adding a Movie
- Adding a Sound Clip
- Creating Word Art
- Drawing Shapes
- About the Drawing Tools Tab

PowerPoint 2010 Training Course - Lesson 7 **Advanced Drawing Tasks**

- Using the Grid and Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects

PowerPoint 2010 Training Course - Lesson 8 **PowerPoint's Research Tools**

- Checking Spelling
- Using the Research Task Pane
- Using Translation ScreenTips
- Setting the Language

PowerPoint 2010 Training Course - Lesson 9 **Creating Notes and Handouts**

- Adding Notes to Slides
- Creating a Notes Master
- Creating a Handout Master
- Printing Notes and Handouts

PowerPoint 2010 Training Course - Lesson 10 **Using Slide Masters**

- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master

PowerPoint 2010 Training Course - Lesson 11 **Advanced Presentation Tasks**





- Inserting Slides from Other Presentations
- Creating a Custom Show
- Recording Your Show as a Video
- Packaging Your Presentation for CD
- About the PowerPoint ViewerBasic Contact ViewsEmailing Database Objects

PowerPoint 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

PowerPoint 2010 Advanced is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

Web links:

-  [Quick quote](#)
-  [View Public Class Schedule](#)
-  [Quick enquiry](#)
-  [Visit contracttrainers.com.au](http://contracttrainers.com.au)