



**MS PowerPoint 2010  
Essentials**



Wow them with your presentations using MS PowerPoint 2010!

## PowerPoint 2010 Essentials Training Course

### PowerPoint 2010 Essentials 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 Essentials 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

<p>PowerPoint 2010 Training Course - Lesson 1 <b>Getting Started</b></p> <ul style="list-style-type: none"><li>• Workshop Objectives</li></ul>	<p>PowerPoint 2010 Training Course - Lesson 2 <b>Opening and Closing PowerPoint</b></p> <ul style="list-style-type: none"><li>• Opening PowerPoint</li><li>• Understanding the Interface</li><li>• Using Backstage View</li><li>• Creating a Blank Presentation</li><li>• Closing PowerPoint</li></ul>
<p>PowerPoint 2010 Training Course - Lesson 3 <b>Working with Presentations</b></p> <ul style="list-style-type: none"><li>• Saving Files</li><li>• Opening Files</li><li>• Closing Files</li><li>• Creating a Presentation from a Template</li><li>• Using the Recent List</li></ul>	<p>PowerPoint 2010 Training Course - Lesson 4 <b>Your First Presentation</b></p> <ul style="list-style-type: none"><li>• Adding Text to a Slide</li><li>• Adding Slides</li><li>• Using a Content Placeholder</li><li>• Using the Slides Tab</li></ul>
<p>PowerPoint 2010 Training Course - Lesson 5 <b>Working with Text</b></p> <ul style="list-style-type: none"><li>• Using Cut, Copy, and Paste</li><li>• Using the Office Clipboard</li><li>• Using Undo and Redo</li><li>• Finding and Replacing Text</li></ul>	<p>PowerPoint 2010 Training Course - Lesson 6 <b>Formatting Text</b></p> <ul style="list-style-type: none"><li>• Changing Font Face and Size</li><li>• Changing the Font Color</li><li>• Changing Character Spacing</li><li>• Adding Font Enhancements</li><li>• Clearing Formatting</li><li>• Using the Font Dialog</li></ul>

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## PowerPoint 2010 Training Course - Lesson 7 **Formatting Paragraphs**

- Adding Bullets and Numbering
- Changing Alignment
- Adjusting the Indent
- Using Indents and Tabs
- Changing Line Spacing

## PowerPoint 2010 Training Course - Lesson 8 **Advanced Formatting Tasks**

- Using the Format Painter
- Changing Slide Layout
- Changing Slide Design
- Changing the Theme
- Changing the Background Design

## PowerPoint 2010 Training Course - Lesson 9 **Customizing Slide Elements**

- Adding a Header or Footer
- Creating a Standard Animation
- Creating a Custom Animation
- Using the Animation Painter
- Adding a Slide Transition
- Setting Slide Advance Options

## PowerPoint 2010 Training Course - Lesson 10 **Setting Up Your Slide Show**

- Working with Sections
- Using the Set Up Show Dialog
- Recording a Narration
- Timing Your Show
- Hiding Slides

## PowerPoint 2010 Training Course - Lesson 11 **Showtime!**





- Our Top Five PowerPoint Tips
- Starting a Show
- Navigating Through the Show
- Changing Your Pointer
- Switching to a Blank Screen Opening a PST File Organizing Contacts
- Basic Contact Views Emailing Database Objects

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

- Words from the Wise

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

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