

AVP Training

Computer Software Training & Consulting

PowerPoint 2010 Introduction (Level 1)

General Description

Create, present and print basic presentations incorporating text, SmartArt and shapes

Learning Outcomes

Operate the Ribbon, access Backstage View and customise the Quick Access Toolbar
 Manage presentation files, switch between presentation views and navigate presentations
 Create new blank presentations and presentations based on templates and themes
 Insert slides with different slide layouts containing titles, tables, pictures and charts
 Type and edit slide text, apply text formatting and create WordArt
 Use SmartArt to create an organisation chart with various layouts and styles
 Draw, arrange, format and connect basic shapes such as arrows and lines
 Add sections, include speaker notes, create hyperlinks and present slide shows
 Print preview presentations and print slides, audience handouts and speaker notes pages
 Access the help window, search help using keywords and print help topics

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics PowerPoint 2010 Introduction (Level 1)	PowerPoint 2010 Orientation
	Working with Presentations
	Creating a Presentation
	Slide Layouts
	Working with Text
	SmartArt
	Shapes
	Slide Show Navigation
	Printing
	Help

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