



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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PowerPoint 2010: Basic, First Look Edition

MS-PP-B10-AX Rev 07.10

1 day

Description

This ILT Series course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*

Course Outline

Unit 1: Getting started

Topic A: The PowerPoint window
Topic B: Getting help

Unit 2: New presentations

Topic A: Creating presentations
Topic B: Saving presentations
Topic C: Rearranging and deleting slides
Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Formatting text
Topic B: Modifying text
Topic C: Formatting paragraphs

Unit 4: Using drawing objects

Topic A: Adding shapes
Topic B: Modifying objects
Topic C: Using text in objects

Unit 5: Working with graphics

Topic A: WordArt
Topic B: Pictures
Topic C: Clip art

Unit 6: Using tables and charts

Topic A: Tables
Topic B: Charts
Topic C: Diagrams

Unit 7: Modifying presentations

Topic A: Templates and themes
Topic B: Slide masters
Topic C: Transitions and timings
Topic D: Speaker notes
Topic E: Slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations
Topic B: Running presentations
Topic C: Printing presentations



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