



Microsoft PowerPoint
(Intermediate-Advanced)
2010



Topics Covered:

Tables

- ✓ Inserting a Table
- ✓ Applying a Table Style
- ✓ Inserting Rows and Columns
- ✓ Merging and Splitting Cells
- ✓ Resizing and Positioning a Table
- ✓ Formatting Table Data
- ✓ Applying Borders
- ✓ Applying Shading
- ✓ Adjusting Column Widths
- ✓ Adjusting Row Heights
- ✓ Aligning Table Data

Charts

- ✓ Inserting A Chart
- ✓ Changing The Chart Type
- ✓ Applying A Chart Style
- ✓ Changing The Chart Layout
- ✓ Chart Elements
- ✓ Modifying Chart Data
- ✓ Deleting Data Series
- ✓ Changing The Layout Of Chart Elements
- ✓ Formatting Chart Elements
- ✓ Working With Pie Charts

Images

- ✓ Inserting A Picture
- ✓ Resizing An Image
- ✓ Positioning An Image
- ✓ Removing An Image Background
- ✓ Inserting Clip Art
- ✓ Rotating And Flipping An Image
- ✓ Cropping An Image

Editing Images

- ✓ Applying Colour Corrections
- ✓ Recolouring An Image
- ✓ Applying A Picture Style
- ✓ Applying Picture Effects
- ✓ Applying Artistic Effects
- ✓ Inserting A Screenshot
- ✓ Inserting A Screen Clip
- ✓ Creating A Photo Album

Animation

- ✓ Understanding Animation
- ✓ Animating Text
- ✓ Animating Objects
- ✓ Applying Multiple Effects
- ✓ Applying Motion Paths
- ✓ The Animation Pane
- ✓ Setting The Timing
- ✓ Animating SmartArt Graphics
- ✓ Applying Slide Transitions

Media and Action Buttons

- ✓ Understanding Media In PowerPoint
- ✓ Inserting A Video Clip
- ✓ Inserting An Audio Clip
- ✓ Inserting A Clip Art Video
- ✓ Optimising And Compressing Media
- ✓ Inserting A Linked Media File
- ✓ Understanding Action Buttons
- ✓ Inserting Action Buttons

Themes

- ✓ Understanding Themes
- ✓ Applying A Theme
- ✓ Modifying Theme Colours
- ✓ Changing Theme Fonts
- ✓ Changing The Slide Background
- ✓ Saving A Customised Theme

Slide Masters

- ✓ Understanding Slide Masters
- ✓ Viewing The Slide Master
- ✓ Changing The Master Font
- ✓ Modifying Bullets
- ✓ Inserting An Image
- ✓ Inserting Slide Numbers

Templates

- ✓ Creating A Custom Template
- ✓ Customising The Design
- ✓ Customising The Layout
- ✓ Inserting Content
- ✓ Saving A Custom Template
- ✓ Using A Custom Template

Setting Up the Show

- ✓ About Self-Running Presentations
- ✓ Recording The Slide Show
- ✓ Setting Up A Self-Running Presentation
- ✓ Rehearsing Timings
- ✓ Setting Up A Speaker-Led Show

Saving and Sharing Presentations

- ✓ Packaging Presentations For CD
- ✓ Saving A Presentation As A PDF Document
- ✓ Saving A Presentation As A Video
- ✓ Sending A Presentation Via Email
- ✓ Broadcasting A Slide Show



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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Duration:

1 Full Day

Who should attend:

The skills and knowledge covered in this publication are sufficient to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more. This publication is primarily designed for people who need to enhance their current knowledge and skills in Microsoft PowerPoint 2010. It is ideal for people who work in areas where effective presenting of information is important.

Course Pre-requisites:

This publication assumes a working understanding of Microsoft PowerPoint and the ability to produce a basic presentation. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft PowerPoint application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft PowerPoint Advanced
- Microsoft Office