

# PowerPoint 2010 Core Skills

## Course Details:

### Learn how to:

- Build effective presentations
- Use drawing tools to enhance presentations
- Add pictures to presentations
- Formatting text in a presentation
- Create organisation charts
- Use templates and slide masters
- Adding slide transitions
- Printing presentations

### Pre-Requisites:

Delegates should be familiar with working in Windows.  
No knowledge of Microsoft PowerPoint 2010 is assumed.

### Duration:

1 Day

#### Introduction to PowerPoint

Understanding the PowerPoint File  
Compatibility with PowerPoint 2003  
Starting PowerPoint  
Opening a Presentation  
Creating a New Presentation  
Understanding PowerPoint Ribbons  
Understanding PowerPoint Views

#### Beginning a Presentation

Understanding Slide Layouts  
Editing Slides  
Adding Text to Slides  
Spelling

#### Drawing Tools

Working with Drawing Tools  
Shape Fills and Outlines  
Shape Effects  
Selecting Slide Objects  
Resizing Slide Objects  
Rotating Slide Objects  
Grouping Slide Objects  
Cut, Copy and Paste

#### Pictures

Adding Pictures to a Slide  
Formatting Pictures  
Compressing Pictures

#### Clip Art

Using Clip Art  
Formatting Clip Art

#### Text and Bullets

Adding Text to a Slide  
Formatting Bullets  
Different Bullet Levels  
Numbered Lists

#### SmartArt

Creating an Organisation Chart  
Organisation Chart Options  
Adding a Cycle Diagram  
Other SmartArt Diagrams

#### Charts

Adding a Chart to PowerPoint  
Modifying the Chart Source Data  
Formatting the Chart  
Choosing a Chart Type

#### Notes

Adding Slide Notes

#### Templates and the Slide Master

Selecting a Template  
Understanding Master Slides  
Adding Logos to Master Slides  
Changing Default Text and Bullets Adding a Footer  
Saving Your Template

#### Slide Transitions

Adding a Slide Transition  
Modifying the Slide Transition

#### Organising Your presentation

Using the Slide Sorter  
Re-ordering a Presentation

#### Printing Presentations

Printing Copies of Your Slides  
Printing Multiple Slides Per Page  
Printing Notes Pages

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IT Training

## Any questions?

Give one of our expert staff a call.

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