

1 Days

50538A: Learn Microsoft PowerPoint 2010 Step by Step, Level 1

The Microsoft PowerPoint 2010 Level 1 training is a one-day course that introduces students to the various features and functions of Microsoft PowerPoint 2010.

Completion of the course equips the participants with the following skill set:

- Working in the user interface.
- Creating and saving presentations.
- Rearranging slides and sections.
- Applying themes.
- Opening, moving around in, and closing presentations.
- Viewing presentations in different ways.
- Correcting and sizing text while typing.
- Adding and deleting slides.
- Adding slides with ready-made content.
- Entering text in placeholders.
- Dividing presentations into sections.
- Adding text boxes & Edit text.
- Using different color and font schemes.
- Checking spelling and choosing the best words.
- Finding and replacing text and fonts.
- Changing the slide background.
- Changing the alignments, spacing, size, and look of text.
- Inserting pictures and clip art images.
- Inserting diagrams & charts.
- Drawing shapes.
- Previewing and printing presentations.
- Setting up presentations for delivery.
- Finalizing & Delivering presentations.
- Preparing speaker notes and handouts.

Course Details

Course Outline

Module 1: Explore PowerPoint 2010

- Work in the User Interface
- Create and Save Presentations
- Open, Move, and Close Presentations
- View Presentations in Different Ways

Lab: Working in the User Interface

Lab: Creating and Saving Presentations

Lab: Opening, Moving Around In, and Closing Presentations

Lab: Viewing Presentations in Different Ways

Module 2: Work with Slides

- Add and Delete Slides
- Add Slides with Ready-Made Content
- Divide Presentations into Sections
- Rearrange Slides and Sections

Lab: Adding and Deleting Slides

Lab: Adding Slides with Ready-Made Content

Lab: Dividing Presentations into Sections

Lab: Rearranging Slides and Sections

Module 3: Work with Slide Text

- Enter Text in Placeholders
- Add Text Boxes
- Edit text
- Correct and Size Text While Typing
- Check Spelling and Choose the Best Words
- Find and Replace Text and Fonts

Lab: Entering Text in Placeholders

Lab: Adding Text Boxes

Lab: Editing Text

Lab: Correcting and Sizing Text While Typing

Lab: Checking Spelling and Choosing the Best Words

Lab: Finding and Replacing Text and Fonts

Module 4: Format Slides

- Apply Themes
- Use Different Colour and Font Schemes

- Change the Slide Background
- Change the Look of Placeholders
- Change the Alignment, Spacing, Size, and Look of Text

Lab: Applying Themes

Lab: Using Different Colour and Font Schemes

Lab: Changing the Slide Background

Lab: Changing the Look of Placeholders

Lab: Changing the Alignment, Spacing, Size, and Look of Text

Module 5: Add Simple Visual Enhancements

- Insert Pictures and Clip Art Images
- Insert Diagrams
- Insert Charts
- Draw Shapes
- Add Transitions

Lab: Inserting Pictures and Clip Art Images

Lab: Inserting Diagrams

Lab: Inserting Charts

Lab: Drawing Shapes

Lab: Adding Transitions

Module 6: Review and Deliver Presentations

- Set Up Presentations for Delivery
- Preview and Print Presentations
- Prepare Speaker Notes and Handouts
- Finalize Presentations
- Deliver Presentations

Lab: Setting Up Presentations for Delivery

Lab: Previewing and Printing Presentations

Lab: Preparing Speaker Notes and Handouts

Lab: Finalizing Presentations

Lab: Delivering Presentations

Who Should Attend

This course is beneficial for information workers who want to learn beginner level PowerPoint 2010 skills.

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge
- Basic file management skills.
- The candidate should have the knowledge to navigate to folders and files on a computer running Windows 7.

464, Udyog Vihar Phase
V, Gurgaon (Delhi
NCR)-122016, India

+91 8882 233 777

training@mercury.co.in

www.mercurysolutions.co

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