

1 Days

50539A: Learn Microsoft PowerPoint 2010 Step by Step, Level 2

The Microsoft PowerPoint 2010 Level 2 training is a one-day course that is designed for students having introductory knowledge of PowerPoint yet want to experience creating more elaborate presentations in Microsoft Office PowerPoint 2010.

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

- Inserting & Formatting tables.
- Inserting and updating Excel worksheets.
- Editing pictures.
- Customizing diagrams.
- Formatting charts.
- Arranging graphics.
- Adding WordArt text.
- Inserting symbols and equations.
- Inserting screen clippings.
- Creating hyperlinks.
- Attaching actions to text or objects.
- Using ready-made animations.
- Customizing animation effects.
- Inserting and playing sounds.
- Inserting and playing videos.

Course Details

Course Outline

Module 1: Add Tables

In this module, participants will learn how to add tables to a PowerPoint presentation and format the tables and insert Microsoft Office Excel worksheets and then update the worksheets.

Lessons

- Insert Tables

- Format Tables
- Insert and Update Excel Worksheets

Lab: Inserting Tables
Lab: Formatting Tables
Lab: Inserting and Updating Excel Worksheets

Module 2: Fine-Tune Visual Elements

In this module, participants will learn how to create a photo album and manipulate the pictures in it, arrange pictures and draw graphics on a slide, and customize diagrams and format charts.

Lessons

- Edit Pictures
- Customize Diagrams
- Format Charts
- Arrange Graphics

Lab: Editing Pictures
Lab: Customizing Diagrams
Lab: Formatting Charts
Lab: Arranging Graphics

Module 3: Add Other Enhancements

In this module, participants will learn how to insert and modify WordArt text, symbols, equations, and hyperlinks, and how to attach actions to text or objects.

Lessons

- Add WordArt Text
- Insert Symbols and Equations
- Insert Screen Clippings
- Create Hyperlinks
- Attach Actions to Text or Objects

Lab: Adding WordArt Text
Lab: Inserting Symbols and Equations
Lab: Inserting Screen Clippings
Lab: Creating Hyperlinks
Lab: Attaching Actions to Text or Objects

Module 4: Add Animation

In this module, participants will learn how to animate text and graphics.

Lessons

- Use Ready-Made Animations
- Customize Animation Effects

Lab: Using Ready-Made Animations
Lab: Customizing Animation Effects

Module 5: Add Sound and Movies

In this module, participants will learn how to work with audio and video files.

Lessons

- Insert and Play Sounds
- Insert and Play Videos

Lab: Inserting and Playing Sounds

Lab: Inserting and Playing Videos

Who Should Attend

This course is beneficial for information workers who want to learn intermediate 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.

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