



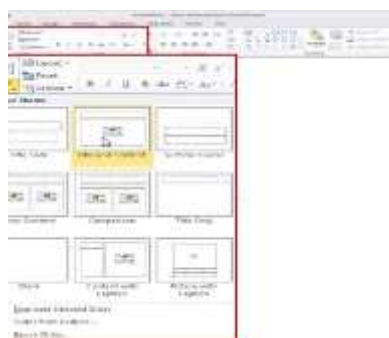
# Microsoft PowerPoint 2010 Workshop

NB. This picture is for illustration purposes only

Microsoft PowerPoint 2010 is a visual and graphical application, primarily used for creating presentations. With PowerPoint, you can create, view, and present slide shows that combine text, shapes, pictures, graphs, animation, charts, videos, and much more.

## What is this course about?

This is a short course for learners wanting to learn the basics of Microsoft PowerPoint 2010. We will be looking at the PowerPoint environment as a whole, learning about the basics for inserting frames, using templates, inserting text shapes, pictures and videos.



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## Topics include:

- Inserting text frames, pictures and shapes
- Formatting text, pictures and shapes
- Inserting videos and audio
- Using templates and changing to your needs

## How will I learn?

You will learn by practical hands-on experience, with the guidance and support of the tutor. There will be demonstrations, hand outs, group activities and discussions.

## What materials will I need?

Please bring a notepad, pen and a folder to store hand-outs.

[www.warwickshire.gov.uk/](http://www.warwickshire.gov.uk/)

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### Course costs

For further information regarding fees, concessions and refunds, please see our website

[www.warwickshire.gov.uk/adultlearning](http://www.warwickshire.gov.uk/adultlearning)

Alternatively, contact your local area office for further advice.

### Payment methods

We can accept payments by **cash or cheque only**.

In order to claim any fee concessions, please bring in proof of eligibility.

***NB We are unable to accept credit/debit cards for payment***

### Attendance

In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

### Do you have an additional support need?

There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

**For further information please contact:**

**01926 738978 (Leamington Spa) [aclsouth@warwickshire.gov.uk](mailto:aclsouth@warwickshire.gov.uk)**

**02476 353065 (Nuneaton) [aclnorth@warwickshire.gov.uk](mailto:aclnorth@warwickshire.gov.uk)**

**01788 552933 (Rugby) [rugbyacl@warwickshire.gov.uk](mailto:rugbyacl@warwickshire.gov.uk)**