



UP AND RUNNING WITH POWERPOINT 2010



Aim	To gain a basic working knowledge of PowerPoint
Duration	3 hours
Objective	<p>By the end of this course you will be able to successfully create, edit and run a simple PowerPoint presentation in addition:</p> <ul style="list-style-type: none"> • Create and manipulate specified types of slide • Use simple graphics such as ClipArt and WordArt • Apply corporate design templates • Print slides, notes or handouts <p>using specified examples and with reference to the training material.</p>
Audience	Users who have little or no PowerPoint experience and need to present information to an audience
Pre Requisites	Knowledge of Computers
Content	
<p>Getting to Know PowerPoint</p> <ul style="list-style-type: none"> • What is PowerPoint? • The PowerPoint screen • PowerPoint views <p>Creating A New Presentation</p> <ul style="list-style-type: none"> • Methods of creating a presentation: <ul style="list-style-type: none"> ○ Blank Presentation ○ Design Themes • Create a simple presentation using a Blank Presentation • Creating slides <ul style="list-style-type: none"> ○ Title, Bulleted, Picture ○ Adding notes • Deleting slides • Moving slides • Best practice guidance on creating slides and slide content • Saving the presentation 	<p>Working with Simple Graphics</p> <ul style="list-style-type: none"> • Adding an image from the Clipart library • Insert simple Shapes such as rectangles, squares and circles. • Add text to shapes • Edit borders and shading • Inserting WordArt <p>Applying a Design Template</p> <ul style="list-style-type: none"> • Review the design Themes • Using templates <p>Running a Slide Show</p> <ul style="list-style-type: none"> • How to start, stop & navigate through a show • Using blank slides and blank screen <p>Print options:</p> <ul style="list-style-type: none"> • What to print, slides handouts or notes? • Printing part of a presentation • Changing the print colour scheme
Learning Path	<p>PowerPoint Level 1 - Up and Running With PowerPoint</p> <p>PowerPoint Level 2 Expert – Doing More with PowerPoint</p>