

Course Details

Duration: 1 Day

Course code: DPP10L1

Overview:

In this course you will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalise a presentation to deliver it.

Target Audience:

This course is designed for delegates who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft Office PowerPoint 2010.

Prerequisites:

- ◆ Use a mouse
- ◆ Type and use a keyboard
- ◆ Navigate through Windows files and folders
- ◆ Work with Windows - minimise, maximise, open and close

Delegates will learn how to:

At the end of this course you will be able to:

- ◆ Identify the components of the PowerPoint 2010 interface
- ◆ Create a presentation
- ◆ Format text on slides
- ◆ Add graphical objects to a presentation
- ◆ Modify graphical objects in a presentation
- ◆ Work with tables in a presentation
- ◆ Add charts to a presentation
- ◆ Prepare to deliver a presentation

Course Outline

Lesson 1: Getting Started with PowerPoint

- ◆ Topic 1A: Identify the Elements of the User Interface
- ◆ Topic 1B: View Presentations
- ◆ Topic 1C: Save a Presentation
- ◆ Topic 1D: Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation

- ◆ Topic 2A: Select a Presentation Type
- ◆ Topic 2B: Enter Text
- ◆ Topic 2C: Edit Text
- ◆ Topic 2D: Format Text Placeholders
- ◆ Topic 2E: Add Slides to a Presentation
- ◆ Topic 2F: Arrange Slides
- ◆ Topic 2G: Work with Themes

Lesson 3: Formatting Text on Slides

- ◆ Topic 3A: Apply Character Formats
- ◆ Topic 3B: Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation

- ◆ Topic 4A: Insert Images into a Presentation
- ◆ Topic 4B: Add Shapes
- ◆ Topic 4C: Add Visual Styles to the Text in a Presentation

Lesson 5: Modifying Graphical Objects in Presentations

- ◆ Topic 5A: Edit Graphical Objects
- ◆ Topic 5B: Format Graphical Objects
- ◆ Topic 5C: Group Graphical Objects on a Slide
- ◆ Topic 5D: Arrange Graphical Objects on a Slide
- ◆ Topic 5E: Apply Animation Effects

Lesson 6: Working with Tables

- ◆ Topic 6A: Insert a Table
- ◆ Topic 6B: Format Tables
- ◆ Topic 6C: Import Tables from Other Microsoft Office Applications

Lesson 7: Working with Charts

- ◆ Topic 7A: Insert Charts
- ◆ Topic 7B: Modify a Chart
- ◆ Topic 7C: Import Charts from Other Microsoft Office Applications

Lesson 8: Preparing to Deliver a Presentation

- ◆ Topic 8A: Review the Content in a Presentation
- ◆ Topic 8B: Divide a Presentation into Sections
- ◆ Topic 8C: Add Transitions
- ◆ Topic 8D: Add Speaker Notes
- ◆ Topic 8E: Print a Presentation
- ◆ Topic 8F: Deliver a Presentation