



PowerPoint 2010 - Intermediate

Course Duration

Duration - 1 Day. Course timings 0930-1630 (approximate)

Course Aims

This course will provide delegates with the necessary skills manipulate masters, create hyperlinks, manipulate videos and create more advanced presentations.

Pre-requisites

Prior knowledge and/or experience of Microsoft PowerPoint 2010 is desirable.

Target Audience

This course is designed for users who wish to improve their understanding of PowerPoint 2010 and produce more advanced presentations.

Content/Topics

The Microsoft PowerPoint 2010 Intermediate course will cover the following topics enabling delegates at the end of the course to be able to:

Create Masters

- Understanding Masters
- Changing Slide Master
- Handout & Notes Master

Slides

- Hyperlinks
- Action Buttons
- Sections (2010)
- Grids (2010)
- Photo Albums (2010)

SmartArt

- Convert Text to SmartArt
- Convert SmartArt to Text
- Convert SmartArt to Shapes

Text Box

- Fill Colour, Gradient, Picture, Texture, or Pattern
- Changing the Outline Colour, Weight, or Style
- Changing the Shape of the Text Box
- Applying Effects, Setting the Alignment, Creating Columns in a Text Box
- Setting Internal Margins,
- Setting the Current Text Box Formatting as the Default for New Text Boxes
- Adjusting Text Wrapping
- Sizing and Positioning a Text Box
- Autofit

Objects

- Object Alignment
- Rotation
- Layers

Setting up the slide show

- Trim Video (2010)
- Video Overlay Text (2010)
- Video Bookmarks (2010)
- Format Video (2010)
- Playback
- Sizing Video or Audio Content
- Adjusting Playback Options (2010)
- Insert Video from Social Sites (2010)
- Adding Narrations (2010)

Setting up the slide show

- More Animations
- Combining Animations
- Animation Painter (2010)
- Timings
- Changing the Direction of an Animation
- Attaching a Sound to an Animation
- Reordering Animations
- Selecting Text Options

Linking

- Copy & Paste Options
- Linking Objects and Embedding
- Linking Powerpoint to Word-Excel