

Information Technology and Computer Skills Training

POWERPOINT 2010 - INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content - Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas:

WORKING WITH WORDART, SMARTART AND PHOTO ALBUM

- Inserting WordArt Text And Apply A WordArt Style
- Apply A Fill To The WordArt Text
- Apply An Outline To WordArt Text
- Apply An Effect To WordArt Text
- Add SmartArt To A Presentation
- Delete A Shape From A SmartArt Graphic
- Edit Text Using The SmartArt Text Pane
- Add And Change Shapes In A SmartArt Graphic
- Changing Layout, Quick Style For A SmartArt Graphic
- Changing SmartArt Graphic Colors
- Convert Slide Text To A SmartArt Graphic
- Create And Apply A Theme To A Photo Album
- Using The Picture Style Gallery
- Applying A Color, Shape And Effects To A Picture

WORKING WITH TABLES, GRAPHS AND ORGANIZATION CHARTS

- Creating Tables And Charts And Applying Effects
- Inserting/Deleting Columns And Rows In A Table
- Adjusting Column Width And Row Height In A Table
- Creating And Editing Chart Data
- Apply A Predefined Chart Layout And Style
- Creating And Entering Information Into An Organization Chart
- Applying SmartArt To A Chart

WORKING WITH TEMPLATES AND SLIDE MASTERS

- Customizing Slide Masters
- Inserting A Logo, Date, Time, And Slide Number
- Inserting A New Slide Layout And A Placeholder
- Creating A PowerPoint Template
- Saving A Presentation As A Template
- How To Apply Your Template

DELIVERING AND CONTROLLING A PRESENTATION

- Applying And Removing Slide Transitions Effect
- Adjusting Transition Effects And Adding Sound
- Applying Animation Effect To Text And Objects
- Applying A Customized Animation Effect And Adding Sound
- Running An On-Screen Presentation And Navigating Between Slides
- Editing And Saving Changes During A Presentation
- Creating And Running A Self-Run Presentation
- Creating, Presenting, Editing And Removing A Custom Slide Show
- Packaging A Presentation On CD, Or To A Folder
- Viewing A Packaged Presentation

PRINTING A PRESENTATION

- Changing Page Setup Options
- Selecting Print Options
- Printing Slides, Outlines, Notes Pages, And Handouts

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.

