

Information Technology and Computer Skills Training

POWERPOINT 2010 - INTRODUCTION

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 Introductory Level workshop will receive information to increase their proficiency in the following areas:

GETTING STARTED

- What's New In Microsoft Office PowerPoint 2010
- Creating A Presentation Using A Template
- Using The PowerPoint 2010 Ribbon and The Quick Access Toolbar
- How To Use the Mini-Toolbar
- Obtaining Help And Maintenance Using Microsoft Support and Diagnostics
- Repairing A Corrupted Presentation Manually
- Setting AutoRecover Options
- Using View In PowerPoint 2010
- Saving A Presentation With Different Formats
- Opening A Recently Used Presentation

WORKING WITH SLIDES AND PRESENTATIONS

- Creating A Presentation
- Using The Outline Pane in Normal View
 - How To Create A New Slide In The Outline Pane
 - How To Enter The Slide Title
 - How To Add Bulleted Text In The Outline Pane
 - How To Rearrange A Bulleted List
- Organizing Slides In The Slide Sorter View

FORMATTING PRESENTATIONS

- Formatting Text
- Formatting Paragraph
- Working With Design Themes
- Formatting Background
- Adding A Header And Footer

WORKING WITH SHAPES

- Utilizing The Drawing Tools
- Formatting Shapes and Borders
- Manipulating Graphical Objects
 - How To Resize, Move, Delete, Rotate and Flip An Object
 - How To Group And Ungroup Objects
 - How To Arrange Objects Into Layers
 - How To Align Objects

WORKING WITH TABLES, GRAPHS AND ORGANIZATION CHARTS

- Creating Tables and Working With Rows/Columns
- Creating Charts and Editing Data

DELIVERING AND CONTROLLING A PRESENTATION

- Applying Slide Transitions Effect
- Adding Sound To A Transition
- Applying Animation Effects
- How To Run An On-Screen Presentation
- Navigating Between Slides During A Presentation
- Drawing On Slides During A Presentation
- Saving Annotations After The Presentation

PRINTING A PRESENTATION

- Changing Page Setup Options
- Printing A Presentation

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

