

PowerPoint 2010 Advanced

Modality: Self-Paced Learning

Duration: 3 Hours

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

WHO IT`S FOR: Anyone who works in the business world. PowerPoint is one of those "expected to know" programs. **WHAT IT IS:** PowerPoint is the number one software for building and editing visual presentations. Microsoft`s business presentation application PowerPoint simplifies the creation of on-screen slides, speaker`s notes, audience handouts, and an outline?all in a single presentation file. **WHAT YOU`LL LEARN:** Beginners will learn how to create, modify, and edit presentations. Advanced users will unleash the full power of PowerPoint and learn all of the "How do they do that?!" techniques, as well as slide master templates, advanced animation, and many hidden tips, tricks, and tools.

Course Outline: