

PowerPoint 2010 Beginner

Modality: On Demand

Duration: 3 Hours

About the course:

PowerPoint is the main programming for editing and building visual presentations. The application of business presentation, PowerPoint is the Microsoft program makes easy the formation of on-screen slides, audience handouts, speaker's notes, and a preview on all in a solitary file of the presentation. PowerPoint is a standard of all types of businesspeople as any individual who wants to create a presentation has to realize how to viably utilize this product. PowerPoint encourages you to make visual setups to go with and improve your skills.

WHAT YOU'LL LEARN:

Beginners will figure out how to make, edit, and modify presentations. Propelled users will release the full intensity of PowerPoint and gain proficiency with the entirety of the "How would they do that?!" approaches, and also progressive animation, templates of slide master, and many hidden tricks, tips, and instruments. Also, you can learn the following;

- Adding bulleted lists
- Objects for grouping and ungrouping
- Creating new presentations
- Summary of the different PowerPoint views
- Inserting new slides
- Formatting and Inserting text
- Saving your presentation
- Adding text boxes
- Adding Online Pictures to a slide
- Inserting Screenshots
- Applying WordArt styles
- Formatting Drawing objects
- Printing slides, handouts, and speaker notes
- Editing and inserting pictures from a file
- Merging shapes
- Adding slide transitions
- Layering (reordering) objects
- Working with the slide masters
- Summary to animating to text and objects
- Linking & embedding objects from other programs into PowerPoint
- Adding speaker notes
- Running a slideshow
- Converting bulleted lists into SmartArt
- Automate a slideshow / Rehearse timings
- Using widescreen versus standard size slides

- Adding headers & footers
- Inserting hyperlinks and action buttons
- Implementing different slide design, styles, themes, and custom variants and backgrounds
- Adding custom slide layouts to the Master slide
- Creating SmartArt diagrams
- Creating custom templates
- Importing an outline from a Word document
- Creating Data Charts
- Using the pen & highlighter tools during a presentation
- Add video from the web
- Slideshow keyboard shortcuts
- Using images to create SmartArt
- Using Word to create handouts
- Animation Painter
- Creating a PowerPoint Photo Album
- Overview of video editing options
- Adding music and video to a presentation
- Saving a presentation for use on the web
- Save a Presentation as a Video
- Creating a custom slide shows

WHO IT'S FOR:

Everyone is part of the business world. PowerPoint is a program that is known as “expected to know”.

Requirement:

No prerequisites to take this course.

Course Outline: