



Upgrading to Microsoft PowerPoint 2010

One-Day Course

Windows

Course Overview:

This course is designed for experienced PowerPoint 2003 users with knowledge of PowerPoint at the Intermediate level or higher. This course will introduce you to the new and improved features in PowerPoint 2010 to quickly bring you up to speed on this new version.

Course Content:

- Explore the new PowerPoint 2010 interface.
- Compare the location of the PowerPoint 2003 commands to those in PowerPoint 2010.
- Use contextual menus and tabs.
- Use the Backstage view.
- Understand the new PowerPoint 2010 file format.
- Use the Live Preview feature.
- Work in all the PowerPoint's views.
- Use the Dialog Box launcher to see the traditional or Office 2003 style dialog box.
- Use the Zoom slider to get a close up view of your file or zoom out to see more of the page at a reduced size.
- Use the new and improved 2010 Slide Layouts.
- Create custom slide layouts in Slide Master view.
- Use the predefined themes, colour sets, font sets and effects to create a consistent and unified design within your presentation and across other Office applications.
- Insert pictures and use the predefined picture effects.
- Easily edit an embedded audio clip.
- Create diagrams using SmartArt Graphics.
- Create tables and use the predefined table styles.
- Create charts using the predefined chart layouts and chart styles.
- Discover the new transitional effects and custom animation effects you can apply to the slides or objects on your slide.
- Customize PowerPoint 2010 using the PowerPoint Options command.
- Customize the ribbon and the Quick Access Toolbar to better match your work style.