

Microsoft PowerPoint 2010 Standard

1 Basics

Aims

This session aims to introduce the basic features of PowerPoint, to enable you to edit and display an existing presentation, and adjust your PowerPoint workspace.

On completion of this module you should be able to

- Open existing presentations
- Adjust settings and understand views
- Navigate in slide show view
- Save to different file formats
- Use the print options
- Use on-line help

2 Text in slides

Aims

This session introduces the options for creating new presentations, and explores the use of layouts, formatting options and outlines.

Objectives

- Create a new presentation
- Select presentation design and slide layout
- Format fonts size, type, style and colour
- Use placeholders and text boxes
- Control Autofit

3 Presentation style

Aims

This session aims to develop the use of design templates and themes, and the use of images and drawing tools to enhance a presentation.

Objectives

- Use themes and adjust colour schemes
- Format slides
- Draw graphics
- Insert objects

4 Creating a template

Aims

The aim of this session is understand the steps required to make a useful presentation template.

Objectives

- Create a Slide Master
- Create a Title Master
- Create a Notes Master
- Create a template

5 Effects

Aims

This session aims to develop an understanding of the effects which can be used to enhance a presentation, and the potential dangers of using them.

Objectives

- Use slide transition
- Use animation within slides
- Save your presentation for ease of delivery