Microsoft PowerPoint 2010
Module 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Module Series

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❖ **General Description**

The skills and knowledge acquired in **Microsoft PowerPoint 2010 Module 1** are sufficient to be able to create real-world presentations. You will learn how to run a slide show, print and publish presentations, enhance the operation of presentations using themes, templates, masters, and animations.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ work with the basic features of **PowerPoint**
➢ work with presentations
➢ create a new presentation
➢ work with the various slide layouts
➢ insert text onto a slide and apply basic formatting
➢ create and work with tables
➢ create and work effectively with themes
➢ create and work with **SmartArt** graphics
➢ draw and format shapes
➢ insert and edit images
➢ view and modify slide masters
➢ create and use custom templates
➢ import data into **PowerPoint** from a number of different applications
➢ create animations in a presentation
➢ navigate a slide show in **PowerPoint**
➢ insert video and sound clips, and work with action buttons
➢ set up a presentation for the required presentation mode
➢ save and share your presentation in different formats
➢ use a range of printing techniques
➢ find the information you need in **Help**

❖ **Target Audience**

Microsoft PowerPoint 2010 Module 1 is designed for users who are keen to learn how to use this application to present information.

❖ **Prerequisites**

Microsoft PowerPoint 2010 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

218 pages

❖ **Nominal Duration***

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

Many of the topics in **Microsoft PowerPoint 2010 Module 1** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1023**.

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Companion Products**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, May 16, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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➢ **Concluding Remarks**

Product Information