❖ **General Description**

The skills and knowledge acquired in *Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises)* are sufficient to be able to create presentations. You will learn how to run a slide show, print and publish presentations.

❖ **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 *SmartArt* graphics
➢ draw and format shapes
➢ navigate a slide show in *PowerPoint*
➢ use a range of printing techniques
➢ find the information you need in *Help*

❖ **Target Audience**

Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises) is designed for users who are keen to learn how to use this application to present information.

❖ **Prerequisites**

Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises) 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/Duration**

152 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in *Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises)* 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 *INF1061*.

❖ **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.

❖ **Formats Available**

A4 Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence

Need more? Here's a suggested learning path based on this title…

This title…   INF1061 Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises)

Then…   INF1062 Microsoft PowerPoint 2010 Level 2 (with Challenge Exercises)

* 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 Thursday, October 20, 2011 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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