❖ **General Description**

The skills and knowledge acquired in *Microsoft PowerPoint 2010 Module 1 (with Challenge Exercises)* are sufficient to be able 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 and create with presentations
➢ work with the various slide layouts
➢ insert text onto a slide and apply basic formatting
➢ create and work with tables and themes
➢ create and work with *SmartArt* graphics
➢ draw and format shapes and 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 (with Challenge Exercises) is designed for users who are keen to learn how to use PowerPoint to present information.

❖ **Prerequisites**

Microsoft PowerPoint 2010 Module 1 (with Challenge Exercises) assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

252 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 (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 *INF1063*.

❖ **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

❖ **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 Tuesday, March 26, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Microsoft PowerPoint 2010
Module 1 (with Challenge Exercises)

WATSONIA PUBLISHING

InFocus Courseware

Module Series

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- ✓ Animating Objects
- ✓ Applying Multiple Effects
- ✓ Applying Motion Paths
- ✓ The Animation Pane
- ✓ Setting The Timing
- ✓ Animating SmartArt Graphics
- ✓ Applying Slide Transitions
- ✓ Practice Exercise

➢ **Slide Show Navigation**

- ✓ Using Slide Sorter View
- ✓ Reusing Slides
- ✓ Adding Sections
- ✓ Adding Notes To Your Slides
- ✓ Slide Numbers
- ✓ About Hyperlinks
- ✓ Creating An Internal Hyperlink
- ✓ Creating A Hyperlink To Another Presentation
- ✓ Creating A Hyperlink To Another Application
- ✓ Keyboard Shortcuts For Navigating Slide Shows
- ✓ Presenting A Slide Show
- ✓ Practice Exercise

➢ **Media And Action Buttons**

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- ✓ Inserting A Video Clip
- ✓ Inserting An Audio Clip
- ✓ Inserting A Clip Art Video
- ✓ Optimising And Compressing Media
- ✓ Inserting A Linked Media File
- ✓ Understanding Action Buttons
- ✓ Inserting Action Buttons
- ✓ Practice Exercise

➢ **Setting Up The Show**

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- ✓ Recording The Slide Show
- ✓ Setting Up A Self-Running Presentation
- ✓ Rehearsing Timings
- ✓ Setting Up A Speaker-Led Show
- ✓ Practice Exercise

➢ **Saving And Sharing Presentations**

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- ✓ Saving A Presentation As A PDF Document
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➢ **Printing**

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- ✓ Previewing Slides
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- ✓ Printing Handouts
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➢ **Getting Help**

- ✓ Understanding How Help Works
- ✓ Accessing Help
- ✓ Browsing For Help
- ✓ Navigating Help
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- ✓ Searching Using Keywords
- ✓ Disconnecting Online Help
- ✓ Printing A Help Topic
- ✓ Working With Screen Tips
- ✓ Using Dialog Box Help
- ✓ Other Sources Of Help
- ✓ Practice Exercise

➢ **Concluding Remarks**