



INFOCUS COURSEWARE

# Microsoft PowerPoint 2010

Level 1



Level Series

Order Code: INF1020 ISBN: 978-1-921721-52-6

## ❖ General Description

The skills and knowledge acquired in Microsoft PowerPoint 2010 Level 1 are sufficient to be able to create real-world presentations. You will learn how to run a slide show, print and publish presentations.

## ❖ Learning Outcomes

At the completion of Microsoft PowerPoint 2010 Level 1 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 is designed for users who are keen to learn how to use this application to present information.

## ❖ Prerequisites

Microsoft PowerPoint 2010 Level 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

122 pages

## ❖ Nominal Duration\*

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 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is INF1020.

## ❖ 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](http://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 Friday, November 26, 2010 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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Product Information



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