



INFOCUS COURSEWARE

Microsoft PowerPoint 2010

Level 2



Level Series

Order Code: INF1021 ISBN: 978-1-921721-53-3

❖ General Description

The skills and knowledge acquired in Microsoft PowerPoint 2010 Level 2 are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

❖ Learning Outcomes

At the completion of Microsoft PowerPoint 2010 Level 2 you should be able to:

- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- create animations in a presentation
- insert video and sound clips, and work with action buttons
- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- set up a presentation for the required presentation mode
- save and share your presentation in different formats

❖ Target Audience

Microsoft PowerPoint 2010 Level 2 is designed for users who are keen to broaden their understanding and knowledge of the software. It is ideal for people who work in areas where effective presenting of information is important.

❖ Prerequisites

Microsoft PowerPoint 2010 Level 2 assumes some knowledge of the software, and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

100 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 2 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 INF1021.

❖ 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 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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Contents

➤ Tables

- ✓ Inserting A Table
- ✓ Applying A Table Style
- ✓ Inserting Rows And Columns
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- ✓ Resizing And Positioning A Table
- ✓ Formatting Table Data
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- ✓ Applying Shading
- ✓ Adjusting Column Widths
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➤ Charts

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- ✓ Changing The Chart Type
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➤ Images

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➤ Editing Images

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➤ Animation

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- ✓ Setting The Timing
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➤ Media And Action Buttons

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➤ Themes

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➤ Slide Masters

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- ✓ Saving A Presentation As A Video
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➤ Concluding Remarks



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