



INFOCUS COURSEWARE

Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises)



Level Series

Order Code: INF1061 ISBN: 978-1-921721-98-4

❖ 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.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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Contents

➤ Getting To Know PowerPoint

- ✓ Starting PowerPoint
- ✓ The PowerPoint Screen
- ✓ How Microsoft PowerPoint 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Minimising The Ribbon
- ✓ Understanding The Backstage View
- ✓ Accessing Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
- ✓ Understanding The Status Bar
- ✓ Customising The Status Bar
- ✓ Exiting Safely From PowerPoint
- ✓ Practice Exercise

➤ Working With Presentations

- ✓ Opening A Presentation
- ✓ Switching Between Open Presentations
- ✓ Understanding PowerPoint Views
- ✓ Changing Presentation Views
- ✓ Navigating A Presentation
- ✓ Using The Zoom Tool
- ✓ Closing A Presentation
- ✓ Opening A Recent Presentation
- ✓ Practice Exercise

➤ Creating A Presentation

- ✓ Planning A Presentation
- ✓ Presentation Methods And Hardware
- ✓ Principles Of Effective Presentation Design
- ✓ Creating A Blank Presentation
- ✓ Creating A Presentation Based On A Template
- ✓ Creating A Presentation Based On A Theme
- ✓ Typing Text In The Outline Pane
- ✓ Saving A Presentation
- ✓ Adding Slides And Text
- ✓ Previewing A Slide Show
- ✓ Practice Exercise

➤ Slide Layouts

- ✓ Understanding Slide Layouts
- ✓ Inserting A Title Slide
- ✓ Inserting A Title And Content Slide
- ✓ Inserting A Section Header Slide

- ✓ Inserting A Table
- ✓ Inserting A Picture With Caption Slide
- ✓ Inserting A Chart
- ✓ Applying A Different Layout To A Slide
- ✓ Practice Exercise

➤ Working With Text

- ✓ Typing Text Onto A Slide
- ✓ Editing Text
- ✓ Moving And Resizing Placeholders
- ✓ Applying Font Formatting
- ✓ Applying Paragraph Formatting
- ✓ Converting Text To SmartArt
- ✓ Applying WordArt To Text
- ✓ Practice Exercise

➤ SmartArt

- ✓ Understanding SmartArt
- ✓ Inserting A SmartArt Graphic
- ✓ Inserting Text
- ✓ Adding Shapes Below
- ✓ Adding Shapes Above
- ✓ Adding Shapes Before And After
- ✓ Adding An Assistant
- ✓ Promoting And Demoting Shapes
- ✓ Switching SmartArt Right To Left
- ✓ Resizing SmartArt
- ✓ Changing The SmartArt Layout
- ✓ Applying A Colour Scheme
- ✓ Applying A SmartArt Style
- ✓ Deleting SmartArt Shapes
- ✓ Practice Exercise

➤ Shapes

- ✓ Drawing Shapes
- ✓ Resizing Shapes
- ✓ Editing Shapes
- ✓ Positioning Shapes
- ✓ Arranging Shapes
- ✓ Combining Shapes
- ✓ Formatting Shapes
- ✓ Copying Shapes
- ✓ Aligning Shapes
- ✓ Inserting And Formatting Text
- ✓ Connecting Shapes
- ✓ Grouping Shapes
- ✓ Rotating Shapes
- ✓ 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

➤ Printing

- ✓ Understanding Printing
- ✓ Previewing Slides
- ✓ Printing Slides
- ✓ Printing Handouts
- ✓ Printing Notes Pages
- ✓ Printing The Outline
- ✓ Practice Exercise

➤ Getting Help

- ✓ Understanding How Help Works
- ✓ Accessing Help
- ✓ Browsing For Help
- ✓ Navigating Help
- ✓ Using The Table Of Contents
- ✓ 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



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