



INFOCUS COURSEWARE

Microsoft PowerPoint 2010

Level 2 (with Challenge Exercises)



WATSONIA PUBLISHING

Level Series

Order Code: INF1062 ISBN: 978-1-921721-99-1

❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2010 Level 2 (with Challenge Exercises)** are sufficient to be able to build and enhance powerful presentations.

❖ Learning Outcomes

At the completion of this course 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 (with Challenge Exercises) is designed for users who are keen to broaden their understanding and knowledge of PowerPoint 2010 where effective presenting of information is important.

❖ Prerequisites

Microsoft PowerPoint 2010 Level 2 (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

128 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 2 (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 **INF1062**.

❖ 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...

Previous title... INF1061 Microsoft PowerPoint 2010 Level 1 (with Challenge Exercises)

This title... 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.



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Product Information



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