

# MASTERING MICROSOFT POWERPOINT 2010



## Introduction

With PowerPoint, you can easily create powerful visuals and apply professional-looking designs to photos and text, and to videos. PowerPoint opens up a world of design options to give life to your ideas. With PowerPoint, you can effectively engage your audience by embedding and personalizing videos within your presentation, thus saving your time and money.

## Course Objectives

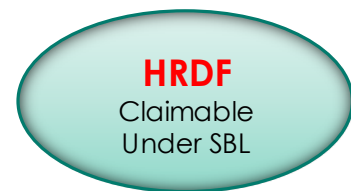
- Exploring ways to quickly and creatively grab your audience and inspire them with your ideas by using easy-to-use tools, customizable templates, color schemes, and photo-editing capabilities.
- Completing task given with ease and efficient, thus saving you time and money.
- Learning the tips and shortcuts.

## Venue

In-House Training

## Learning Methodology

- Instructor-led Training
- Group Discussion
- Hands-On
- Exercises



# Microsoft PowerPoint 2010 – Foundation & Intermediate

## Who Should Attend

Individuals who are new to Microsoft PowerPoint or those who want to create intuitive presentations for paper, or screen.

## Duration

2 days (9:00am to 5:00pm)

## Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

# Course Outline

### 1: PowerPoint Basics

- Getting Started with PowerPoint 2010
- Starting PowerPoint
- Opening an Existing Presentation
- Identifying Elements of the PowerPoint Window
- The Ribbon
- Moving Between Slides
- Using PowerPoint Help
- Using the Help Table of Contents Index
- To use the Help Topics Index
- Changing PowerPoint Views
- Changing the Zoom Level
- Viewing the Presentation in Outline View
- Viewing the Presentation in Slide Sorter View
- Ending a PowerPoint Session
- Closing a Presentation

### 2: Creating a Presentation

- Beginning a New Presentation
- Using a Template to Begin a New Presentation
- Adding Text and Slides
- Adding a New Slide in Normal View
- Entering Text in a Bulleted List
- Adding Slides and Text in Outline View
- Using AutoCorrect
- Editing Text and Slides
- Using the Undo and Redo Commands
- Using Find and Replace
- Deleting Slides

### 3: Enhancing a Presentation

- Changing Text Appearance
- Changing the Font Size
- Applying Font Styles and Effects
- Changing Text Colour
- Aligning Text
- Adjusting Line Spacing
- Using the Rulers
- Changing Slide Sequence
- Rearranging Slides in Outline View
- Creating Notes Pages and Handouts
- Formatting Handouts
- Printing Notes Pages and Handouts
- Checking Your Work

### 4: Creating Visual Impact

- Drawing Objects
- Drawing AutoShapes
- Drawing Rectangles and Squares
- Drawing Ellipses and Circles
- Drawing Straight and Curved Lines
- Selecting and Deselecting Objects
- Duplicating an Object
- Editing Objects
- Changing Line Colours and Applying Shadows
- Changing the Line Style and the Dash Style
- Moving Objects
- Resizing Objects
- Adding Object Text and Clip Art
- Adding Clip Art to a Slide

# Microsoft PowerPoint 2010 – Advanced

## Who Should Attend

Individuals who have attended the Foundation/Intermediate level or self-taught Microsoft PowerPoint users who want to explore more on advanced tools in Microsoft PowerPoint.

## Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

## Duration

2 days (9:00am to 5:00pm)

# Course Outline

### 1: Customizing PowerPoint

- How to change the default format of the blank presentation
- How to change the default language setting
- How to change the default display options
- How to change the default spelling options
- How to change the default security options
- How to change the default save and default folder options
- About the Quick Access toolbar
- Add-in programs
  - How to load an add-in program
  - How to unload an add-in program

### 2: Working with Objects

- Tables
  - How to insert a Table
  - How to insert Rows/Columns
  - How to delete Rows/Columns
  - How to merge Cells
  - How to add borders
  - Sorting a table in PowerPoint
- Organisation Charts
  - How to insert an Organisation Chart
  - How to edit an Organisation Chart
  - Inserting and Deleting boxes
  - Converting one box type to another
  - How to change the box border and border colour
  - How to change the font

- Creating Charts
  - How to insert a Chart
  - Editing the Chart
  - How to change the Chart Type
  - How to change Chart attributes
  - How to insert an Excel worksheet

### 3: Drawing Tools

- Drawing Options
- Drawing Shapes
  - How to draw circles, squares and AutoShapes
  - How to change the colour of a shape
  - How to change the fill effect of a shape
  - How to change the line border and border colour of a shape
- Editing Shapes
  - How to resize a shape
  - How to type text into a shape
- Group and Ungroup Objects



#### 4: Controlling the Overall Look

- Presentation Designs
  - How to apply a Design Theme
  - How to apply a colour scheme
  - How to create a custom colour scheme
  - How to add a textured background
  - What happens to my slides when I change the Master?
  - Make a slide that differs from the master
  - Make an object appear on every slide in the presentation
  - How to work on the slide masters
- Templates

#### 5: Slide Shows

- Viewing a presentation
- Running Slide Shows
- Electronic presentations
- Animating Slides
  - How to apply animation effects
  - How to add transitions
  - How to apply slide timings
  - How to set slide timings while rehearsing
  - How to run a slide show
  - How to annotate on slides
  - How to create a loop slide show
- Package for CD



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## What You Can Expect From Our Course

**Qualified Trainer:** Our trainer is a Microsoft Office 2010 Master Specialist and well-sought after Microsoft Certified Trainer with more than 15 years of experience. He has conducted hundreds of Microsoft Office application classes with leading companies in the region, and gets excellent ratings for all his classes.

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