

Microsoft PowerPoint 2010

Basic to Intermediate

Course Code: VTLOKMPBX

Duration: 1 Days (14 Hours)

SkillsConnect SDF Approved Course

Eligible for: SkillsFuture Credit
SDF Grant ▪ PIC Scheme



Course Brief

This 2-day hands-on fun filled foundation building course is designed to equip new and existing users with the correct way of putting a presentation together. With PowerPoint 2010 slide management features, handling slides have never been easier.

Are you using PowerPoint only after you have brainstormed your thoughts and have all your presentation points written on a piece of paper or in a Word document? If you are, you MUST attend this course.

This course does not just cover features in PowerPoint 2010; it also focuses on the right and effective way of preparing a presentation. Apply the correct usage of presentation effects and animations to aid and retain your audience's attention. Avoid common traps that turn your audience off.

Course Outline

GETTING STARTED

- Work with the Quick Access Toolbar
- Open & Close a Presentation
- Save a Presentation
- Normal, Notes, Slide Sorter & Reading Views

STARTING A NEW PRESENTATION

- From Blank Presentation, Templates or Themes

WORKING WITH MASTER VIEWS

- The Slide Master View & Layout
- Save a Custom Design Template
- Display and Close the Handout/Notes Master

CUSTOMISING SLIDE APPEARANCES

- Apply a Background or Gradient Background
- Apply a Gradient / Texture / Picture Background
- Apply a Colour / Font Scheme
- Create a New Font Theme
- Insert Header and Footer

MANAGING SLIDES

- Add / Delete a Slide
- Change a Slide Layout
- Duplicate a Slide from the Slides Group/Tab
- Rearrange Slides: Slides Panel/Slide Sorter View
- Reuse Slides (from other Presentations)
- Organize Your Slides into Logical Sections

WORKING WITH TEXT

- Select a Word, Paragraph or Multiple Words
- Replace Selected Text
- Insert / Delete Points
- Find and Replace Text & Spelling Check
- Insert Symbol

FORMATTING TEXT

- Change the Font, Font Size and Font Style
- Format Painter
- Text Alignment & Line Spacing
- Add / Remove Bullets or Numbered Points

ADD OBJECTS

- Insert and Format WordArt
- Use Clipart and Pictures
- Add Screen Shot to a Slide

SHAPES, TEXT BOXES AND SMARTART

- Work with Objects
- Work with Text Boxes
- Work with Smart Art
- Enter Text on Objects

SELECTION AND VISIBILITY PANE

- Display the Selection and Visibility Pane
- Change Sequence Order of Objects in a Slide
- Rename the Object Names
- Hide / Show Objects in a Slide

PRINTING

- Print Preview
- Previewing a Grayscale Printout
- Printing Presentation

TRANSITIONS AND ANIMATIONS

- Add / Edit / Remove Slide Transition Effects
- Transitions with 3-D Motion Graphic Effects
- Add / Remove Animation(s) to an Object
- Set / Change Animation Settings & Sequence
- Copy and Paste Animated Effects on Objects

RUNNING SLIDE SHOW

- Execute a Presentation
- Advancing Slide Techniques
- Set Up a Slide Show
- Rehearse a Slide Show
- Change Slide Timings
- Change / Hide Slides
- Pointer Options and Settings

WORKING WITH PRESENTATIONS

- Merge and Compare Presentations
- Work with Separate Presentation Files

This Course Is For

Learners who have attended the Microsoft PowerPoint 2010 Basic to Intermediate module or for those who are very familiar with the features of PowerPoint

Public Sector - Division 1, 2 & 3
Private Sector - Applicable to All

Course Fee

S\$320.00 before GST
S\$342.40 after GST

Related Courses

- MS PowerPoint 2010 Advanced

Four Ways to Register

- 1) By e-mail/Fax
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.