



INFOCUS COURSEWARE

Microsoft PowerPoint 2010

Level 2



Level Series

Order Code: INF1021

❖ 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 from 9.30am to 4.30pm.

❖ Student Files

All student files will be available to use during the training day and also after the training through the F1plus online workroom.

❖ 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.

❖ After training support

All the training material will be available for the delegate to use after the training day through our online workroom. Delegates will also have access to our online interactive course on this topic.



*Need more?
Here's a
suggested
learning path
based on this
title...*

Previous title... INF1020 Microsoft PowerPoint 2010 – Level 1

This title... INF1021 Microsoft PowerPoint 2010 - Level 2

Product Information

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Contents

> Tables

- ✓ Inserting A Table
- ✓ Applying A Table Style
- ✓ Inserting Rows And Columns
- ✓ Merging And Splitting Cells
- ✓ Resizing And Positioning A Table
- ✓ Formatting Table Data
- ✓ Applying Borders
- ✓ Applying Shading
- ✓ Adjusting Column Widths
- ✓ Adjusting Row Heights
- ✓ Aligning Table Data

> Charts

- ✓ Inserting A Chart
- ✓ Changing The Chart Type
- ✓ Applying A Chart Style
- ✓ Changing The Chart Layout
- ✓ Chart Elements
- ✓ Modifying Chart Data
- ✓ Deleting Data Series
- ✓ Changing The Layout Of Chart Elements
- ✓ Formatting Chart Elements
- ✓ Working With Pie Charts

> Images

- ✓ Inserting A Picture
- ✓ Resizing An Image
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- ✓ Removing An Image Background
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> Editing Images

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- ✓ Recolouring An Image
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- ✓ Inserting A Screenshot
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> Animation

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- ✓ Animating Text
- ✓ Animating Objects
- ✓ Applying Multiple Effects
- ✓ Applying Motion Paths
- ✓ The Animation Pane
- ✓ Setting The Timing
- ✓ Animating SmartArt Graphics
- ✓ Applying Slide Transitions

> Media And Action Buttons

- ✓ Understanding Media In PowerPoint
- ✓ Inserting A Video Clip
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> Themes

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- ✓ Changing The Slide Background
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> Slide Masters

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- ✓ Viewing The Slide Master
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- ✓ Modifying Bullets
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> Templates

- ✓ Creating A Custom Template
- ✓ Customising The Design
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> Setting Up The Show

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- ✓ Recording The Slide Show
- ✓ Setting Up A Self-Running Presentation
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> Saving And Sharing Presentations

- ✓ Packaging Presentations For CD
- ✓ Saving A Presentation As A PDF Document
- ✓ Saving A Presentation As A Video
- ✓ Sending A Presentation Via Email
- ✓ Broadcasting A Slide Show

> Concluding Remarks

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