



DEVORE
TECHNOLOGIES



PowerPoint 2010 Introduction

Course Description: Use PowerPoint 2010 to create presentations that include text, graphics and more. Work with themes, SmartArt and other tools to make your presentations stand out.

Prerequisites: Experience with the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Course Length: 6 hours

Get Started with PowerPoint

- Explore the user interface
- Navigate and view a presentation
- Use Microsoft PowerPoint help
- Enter text
- Save a presentation

Modify Objects

- Work with objects
- Change object orientation
- Format objects
- Group and ungroup objects
- Arrange objects

Create a Presentation

- Create a presentation
- Edit text
- Add slides to a presentation
- Use slide layouts
- Arrange slides
- Work with themes
- Views

Add Tables to a Presentation

- Create a table
- Format tables
- Insert a table from Microsoft Word

Format Text on Slides

- Apply character formats
- Apply paragraph formats
- Format text placeholders
- Basic text animation

Insert Charts in a Presentation

- Create a chart
- Edit chart data
- Modify a chart
- Paste a chart from Microsoft Excel

Prepare a Show

- Slide transitions
- Create handouts

Add Graphic Objects to a Presentation

- Insert clip art and pictures
- Draw shapes
- Insert WordArt
- Insert SmartArt

Present a Slide Show

- Present from beginning
- Presentation tools

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