

McMillan Bird

PowerPoint 2010

Duration: 1 day

Course Aim:

This course is packed with practical activities enabling the attendee to gain the skills required to create a professional and effective presentation.

Learning Outcomes

At the completion of this course participants will be able to:

- Customise the Quick Access Toolbar
- Deal with compatibility issues
- Recognise the benefits of working in different views
- Save time by using PowerPoint's shortcut keys
- Insert and modifying text quickly
- Apply designs
- Modifying slide masters
- Modifying slide layouts
- Attach slides to different designs
- Insert charts and diagrams
- Insert, resize and crop images and pictures
- Draw and format flowcharts and textboxes
- Compress images and graphics
- Apply and customise animation
- Create hyperlinks and actions to link items

Training