



Course Title for Microsoft Office PowerPoint 2010

Course Objectives

Microsoft PowerPoint Specialist Outcomes	During the course, a Microsoft Office PowerPoint Core learner will learn how to create complex slide shows, such as product plans, reports and marketing materials. They will create slide shows based on custom templates and frequently reuse slides. They will learn to incorporate more sophisticated data presented in visual formats. The course teaches the skills necessary to allow people to collaborate with colleagues. At the end of the course learners will be comfortable with all of the above features as well as importing video, clips or movies and defining customised settings for their PowerPoint presentations. They will learn how to incorporate sound, charts and images, how to navigate, pause, jump to specific slides, drilling down to supporting data, and marking up slides as well as advanced editing features.
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Topics Covered

Managing the Access Environment	1.1 — Adjust views 1.2 — Manipulate the PowerPoint window. 1.3 — Configure the Quick Access Toolbar (QAT). 1.4 — Configure PowerPoint file options
Creating a Slide Presentation	2.1 — Construct and edit a photo album. 2.2 — Apply slide size and orientation settings. 2.3 — Add and remove slides. 2.4 — Format slides. 2.5 — Enter and format text. 2.6 — Format a text box.
Working with graphical and multimedia elements	3.1 — Manipulate graphical elements. 3.2 — Manipulate images. 3.3 — Modify WordArt and shapes. 3.4 — Manipulate SmartArt. 3.5 — Edit video and audio content.
Creating charts and tables	4.1 — Construct and modify a table. 4.2 — Insert and modify a chart. 4.3 — Apply chart elements. 4.4 — Manipulate chart layouts. 4.5 — Manipulate chart elements.

Applying transitions and animations	5.1 — Apply built-in and custom animations. 5.2 — Apply effect and path options. 5.3 — Manipulate an animation. 5.4 — Apply and modify transitions between slides
Collaborating on a presentation	6.1 — Manage comments in a presentation. 6.2 — Apply proofing tools.
Preparing a presentation for delivery	7.1 — Save a presentation. 7.2 — Share a presentation. 7.3 — Print a presentation. 7.4 — Protect a presentation.
Delivering a presentation	8.1 — Apply presentation tools. 8.2 — Set up a slide show. 8.3 — Set presentation timing. 8.4 — Record a presentation.

Course Duration

The course is delivered in three ways:

Bronze Offering: Online over 6 months

Silver Offering: Blended solution – online access to material with regular workshop sessions with a MOS master tutor to work through solutions to workbook exercises.

Gold Offering: Classroom based course with MOS master tutor in attendance.



Entry Requirements

For Microsoft Office Specialist, a good knowledge of the keyboard is essential and a basic/ECDL level knowledge of Microsoft PowerPoint is a definite advantage though not essential.



Who is this course for?

Learners who sign up for a Microsoft Office PowerPoint core course are people who are using PowerPoint on a regular basis or people who want to develop their skills and competence to enable them to produce multimedia projects.

Costs

The cost of the course varies depending on which offering you choose. Please contact us for pricing.