

Training Course Information

Course Name: An Introduction to PowerPoint 2010

Course Overview: This course is an introduction to Microsoft PowerPoint 2010 and covers its basic features. Learn how to navigate your way through the new interface, find where the old features are and learn how to use the new features.

Topics Include:

- PowerPoint Interface
- Toolbars
- Zoom & Views
- Create Presentations
- Entering Content
- Slide Layouts & Design
- Spell Check
- Formatting
- ClipArt & Images
- Printing

Pre-Requisites: Basic computing competency

What's Next? PowerPoint 2010 Basics

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.