



Training Course Information

Course Name:	PowerPoint 2010 Basics – The Next Step
Course Overview:	This course continues to cover many of the commonly used and basic features of Microsoft PowerPoint 2010. Transform your presentations with multimedia and charts, as well as learning to use various formatting tools.
Topics Include:	<ul style="list-style-type: none">• Colour/Greyscale Presentations• Page Setup• Presentation View• Hyperlinks• Find & Replace• Symbols• Headers & Footers• Arrange• Format Painter• Video• Audio• Charts
Pre-Requisites:	PowerPoint 2010 Basics or equivalent knowledge
What's Next?	PowerPoint 2010 Intermediate
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.