



Training Course Information

Course Name:	PowerPoint 2010 Basics
Course Overview:	This course covers many of the commonly used and basic features of Microsoft PowerPoint 2010. Learn how to create effective presentations for personal and business use.
Topics Include:	<ul style="list-style-type: none">• Formatting• Bullets & Numbering• Shapes• SmartArt• WordArt• Tables• Slide Transitions• Custom Animation
Pre-Requisites:	An Introduction to PowerPoint 2010 or equivalent knowledge
What's Next?	PowerPoint 2010 Basics – The Next Step
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.