



MICROSOFT POWERPOINT 2010 INTERMEDIATE / ADVANCED

COURSE OUTLINE

Module 1: Diagrams

- Creating and formatting an organisation chart
- Creating a cycle diagram
- Creating a pyramid diagram
- Creating a flowchart using 'shapes'
- Editing flowchart shapes and connectors

Module 2: Charts

- Chart titles
- Chart legend
- Data labels
- Axes labels
- Changing chart type
- Chart gap and overlaps
- Using images in chart columns or rows
- Formatting the plot and chart area using graphics
- Axis scales

Module 3: Formatting Pictures & Images

- Removing a picture background
- Colouring pictures
- Artistic effects
- Picture styles
- Picture brightness and contrast
- Compressing pictures
- Resetting a picture
- SmartArt and pictures

Module 4: Photo Albums

- What is a PowerPoint Photo Album?

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE PRE-REQUISITES

Previous experience of Microsoft PowerPoint 2010 is required. It will be assumed that the trainee has knowledge of all the "basics", preferably having attended one of our "Microsoft PowerPoint Foundation" courses.

COURSE OVERVIEW

PowerPoint is a powerful graphics program, which enables you to create dynamic and professional slides, and screen shows with ease.

This course is designed for delegates who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery.

COURSE COMPLETION

You will have the ability to design templates, organisational charts, special effects, web presentations, collaboration functionality and advanced presentation delivery.

On completion of the course you will receive a certificate.



- Creating a Photo Album
- Reordering the picture sequence
- Rotating images within the Photo Album
- Modifying the picture layout
- Modify the frame shape
- Applying a theme to the Photo Album.
- Displaying your pictures in Black and White
- Adding captions to each picture
- Adjusting picture contrast and brightness

Module 5: Manipulating Graphics

- Ruler and gridlines
- Snapping to the grid and grid spacing
- Positioning a graphic relative to the top-left corner of a slide
- Distributing graphics horizontally/vertically on a slide
- Cropping a graphic
- Re-Scaling pictures
- Converting clip art pictures to auto shapes and editing
- Applying & hiding background graphics on slides

Module 6: Formatting AutoShapes

- AutoShape background fill effects
- AutoShape transparency effects
- AutoShape shape effects
- AutoShape format painter
- AutoShape defaults

Module 7: Video & Audio

- Using video
- Changing the brightness and contrast of a video
- Re-colouring a video
- Adding a poster frame image to a video
- Resetting a video
- Applying a video style

- Playing a video in a shape
- Changing the colour and weight of a video border
- Applying special effects to a video
- Trimming video
- Video looping
- Using audio

Module 8: Animation

- Applying animation effects
- Animation triggers
- Using the animation painter
- Creating custom animation effects
- Modifying custom animation settings
- Changing the custom animation sequence
- Using Custom Automation to fade bulleted paragraphs
- Animating chart columns by series
- Animating, or not animating, the chart grid and legend
- Animating SmartArt

Module 9: Linking & Embedding

- Action buttons – linking to a different slide
- Action buttons – linking to a specific slide
- Action buttons – linking to a URL
- Action buttons – linking to a custom shows
- Action buttons – linking to a different file
- Linking data into a slide and displaying as an icon object
- Linking and updating objects
- Breaking a link
- Inserting a link to a graphics file
- Embedding data into a slide and displaying it as an object
- Editing or deleting embedded data

Module 10: Hyperlinks

- Creating and editing hyperlinks

Module 11: Slide Masters

- What is a slide master?
- Inserting slide masters
- Editing a customised slide master
- Using customised slide masters
- Creating and saving a new presentation template
- Modifying a template
- Inserting an image (from a file) into a master slide
- Inserting a shape into a master slide
- Removing a graphic from a master slide

Module 12: Merging, Comparing & Exporting

- Merging slides
- Merging a Microsoft Word outline into a presentation
- Comparing presentations
- Saving a slide as a separate graphics file
- Using the screen shot feature

Module 13: Slide Shows

- Creating a custom slide show
- Editing a custom slide show
- Copying and deleting custom slide shows
- Slide show transitions and timings
- Controlling slide show looping
- Applying settings so slides advance manually
- Setting a slide show to use timings
- Enabling or disabling slide show animations
- Controlling a slide show

Module 14: Sharing Presentations

- Converting a Presentation to a Video
- Permissions - Encrypting With a Password
- Converting a Presentation to a Video
- Packing For a CD
- Saving As a PDF Format

Module 15: Presentation Design & Compatibility Issues

- Planning Your Presentation
- The Accessibility Checker
- The Document Inspector
- The Compatibility Checker



OVERVIEW

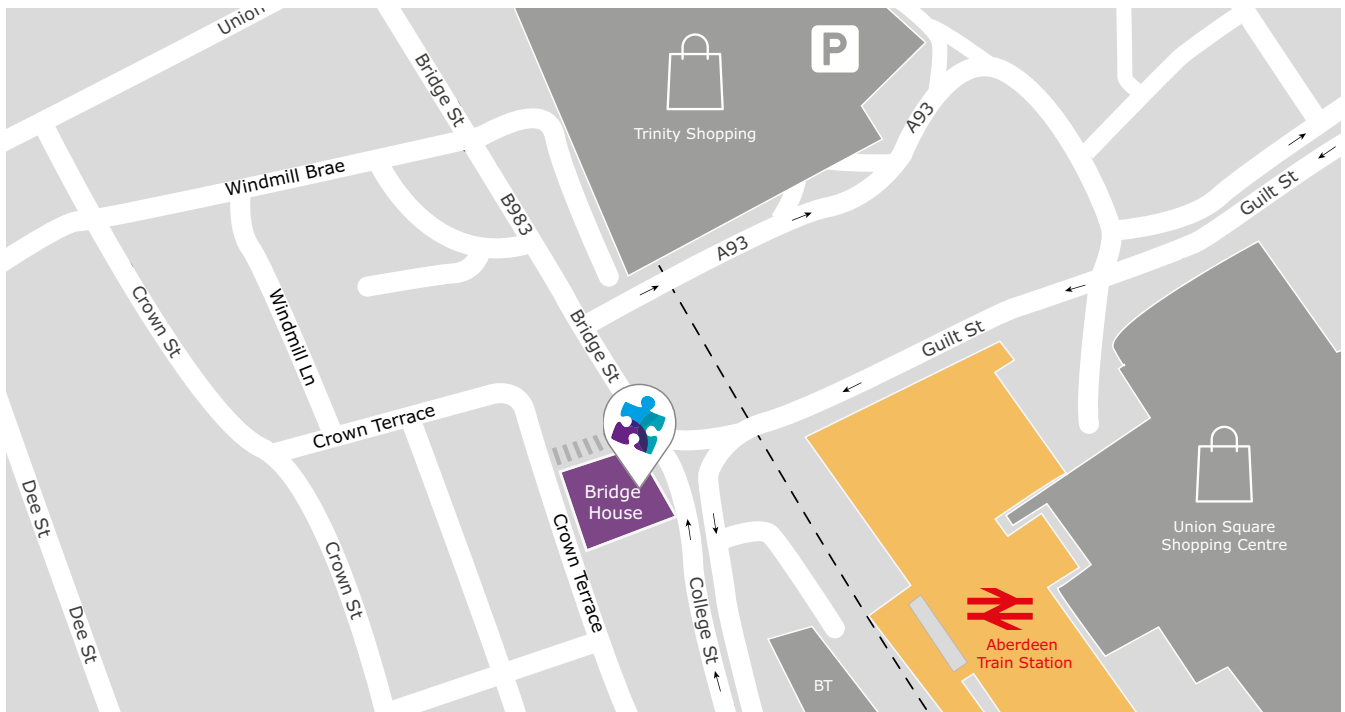
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At Solab we have been delivering an extensive range of high quality information computer technology (ICT) training courses throughout Scotland since 1994.

We have trained 22,000 delegates over the

years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

We trust you will enjoy your training course with Solab, and if you get into any problems, please call us on 01224213033.



HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.