

ExecuTrain Course Outline

PowerPoint 2010: Basic

1 Full Day

Description:

This course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

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Topic B: Getting help

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Topic B: Modifying text

Topic C: Formatting paragraphs

Unit 4: Using drawing objects

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Topic C: Using text in objects

Unit 5: Working with graphics

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Unit 8: Proofing and delivering presentations

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