



P.O. Box 9000
Window Rock, Arizona 86515
Phone: (928) 871-7111 or (928) 871-6691
Fax: (928) 871-7112
Email: sdtdtechtrainer@gmail.com
Website: www.nnstaffdevelopment.com

Microsoft PowerPoint 2010

PowerPoint 2010 Part 1 (Basic)

Training Fee: \$125.00 (plus tax) per person
One Day Training Course



Course Objectives

Lesson 1: Getting Started with PowerPoint

- Topic A: Navigate the PowerPoint Environment
- Topic C: Use Help

Lesson 2: Developing a PowerPoint Presentation

- Topic A: Select a Presentation Type
- Topic B: View and Navigate a Presentation
- Topic C: Edit Text
- Topic D: Build a Presentation

Lesson 3: Performing Advanced Text Editing

- Topic A: Format Characters
- Topic B: Format Paragraphs
- Topic C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- Topic A: Insert Clip Art and Images
- Topic B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

- Topic A: Edit Objects
- Topic B: Format Objects
- Topic C: Group Objects
- Topic D: Arrange Objects
- Topic E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

- Topic A: Create a Table
- Topic B: Format a Table
- Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

- Topic A: Create a Chart
- Topic B: Format a Chart
- Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

- Topic A: Review Your Presentation
- Topic B: Apply Transitions
- Topic C: Print Your Presentation
- Topic D: Deliver Your Presentation

**Course book for
Training also
Available for
\$35.00**