

Microsoft Office PowerPoint 2010: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Who Needs To Attend

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft Office PowerPoint 2010.

Prerequisites

Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Microsoft Office Windows XP Introduction
- Microsoft Office Windows XP Professional Level 1
- Microsoft Office Windows XP Professional Level 2
- Microsoft Office Windows 2000 Introduction

Course Fee

\$245

Level 2 - Course Description

You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Who Needs To Attend

This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Prerequisites

To ensure your success, we recommend that you first take one of the introductory courses, such as Microsoft Office PowerPoint 2010 : Level 1, or have equivalent knowledge and skills.

Course Fee

\$245

For more information contact Karen Stewart at (702) 697-2242 or KStewart@DatanamicsInc.com.