Solano County Department of Human Resources
Kristie Oxford

Microsoft PowerPoint 2010 Level 1
6 hours 9:00 am – 4:00 pm

- What is PowerPoint?
- Planning your presentation
- Working in outline view
- Importing from a Word outline
- Slide layouts
- Slide master
- Slide sorter view
- Printing your presentation
- Themes and templates
- SmartArt
- Photos
- Charting
- Transitions and Animations

In this course you will create content for your presentation in Word and from Outline view in PowerPoint. You will then add background, color, and graphic elements to your presentation. You will explore transitions between slides and learn how to use animations on individual slide to control when list items appear. You will work with slide masters, which provide consistency to your presentation and save time when modifying a presentation. You will learn to print your presentation in various ways and work with SmartArt, Photos, and Charts to convey information to your audience in a meaningful way.