



Skills for Business

# Microsoft PowerPoint 2010 Introduction

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## Course Description

Effective Presentations are vital in today's business environment and this one day course is designed to allow you to create high quality presentation suitable for colleagues and clients. The elements covered include:

- ◆ First Steps with PowerPoint 2010
- ◆ Creating a Presentation
- ◆ Manipulating Slides
- ◆ Themes
- ◆ Manipulating Text
- ◆ Formatting Text & Paragraphs
- ◆ Tables
- ◆ Working with Graphics & Shapes
- ◆ Formatting Charts
- ◆ Organisational Charts
- ◆ Manipulating Slides
- ◆ Slide Masters
- ◆ Slide Shows
- ◆ Printing & Proofing

## Who Should Attend?

Anyone who wants to use PowerPoint to create presentations. No experience of the software is necessary, but delegates should have good keyboard skills and be comfortable with MS Windows

## What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)

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