## PROPOSED PowerPoint 2010
### 1 Day Introduction
#### Course Outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Content</th>
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</table>
| **1**   | **PowerPoint Basics**  
• Changing views  
• Running an on-screen presentation  
• Using slide placeholders  
• Adding clipart  
• Using the task pane  
• Using the Format Painter  
• Using the Autocontent Wizard  
• Editing text |
| **2**   | **Templates and Masters**  
• Creating a presentation from scratch  
• Applying design templates  
• Bullets and Numbering  
• Headers and footers  
• Using the slide master  
• Managing multiple masters  
• Altering the colour scheme  
• Creating summary slides |
| **3**   | **Animations and Transitions**  
• Applying transitions to slides  
• Applying preset text animation  
• Applying custom animation  
• Hiding slides  
• Using hyperlinks  
• Setting up the slide show |
| **4**   | **Clipart, Images, Movies and Sounds**  
• Adding clipart to a slide  
• Formatting clipart  
• Editing clipart  
• Inserting movies and sound from the clipart task pane  
• Using digital images from cameras or scanners |
|         | **Outlines, Notes & Handouts**  
• Importing Word outlines  
• Creating Notes pages  
• Using the outline pane  
• Creating Audience handouts  
• Print and print preview |
|         | **Charts and Tables**  
• Adding a tables to a slide  
• Creating a chart  
• Editing a chart  
• Animating charts  
• Importing charts |

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