

## PowerPoint Basic (English)

In this class, you will	Learn the basic operations of PowerPoint 2010, including working with a slide and slide text, formatting a slide, adding a visual enhancement, and delivering a presentation, etc.
Topics	<ol style="list-style-type: none"><li>1. Explore PowerPoint 2010<ul style="list-style-type: none"><li>Working in the User Interface</li><li>Creating and Saving Presentations</li><li>Opening, Moving Around in, and Closing Presentations</li><li>Viewing Presentations in Different Ways</li></ul></li><li>2. Work with Slides<ul style="list-style-type: none"><li>Adding and deleting Slides</li><li>Adding Slides with Ready-Made Content</li><li>Dividing Presentations into Sections</li><li>Rearranging Slides and Sections</li></ul></li><li>3. Work with Slide Text<ul style="list-style-type: none"><li>Entering Text in Placeholders</li><li>Adding Text Boxes</li><li>Editing Text</li><li>Correcting and Sizing Text While Typing</li><li>Checking Spelling and Choosing the Best Words</li><li>Finding and Replacing Text and Fonts</li></ul></li><li>4. Format Slides<ul style="list-style-type: none"><li>Applying Themes</li><li>Using Different Color and font Schemes</li><li>Changing the Slide Background</li><li>Changing the Look of Placeholders</li><li>Changing the Alignment, Spacing, Size, and Look of Text</li></ul></li><li>5. Add Simple Visual Enhancements<ul style="list-style-type: none"><li>Inserting Pictures and Clip Art Images</li><li>Inserting Diagrams</li><li>Inserting Charts</li><li>Drawing Shapes</li><li>Adding Transitions</li></ul></li><li>6. Review and Deliver Presentations<ul style="list-style-type: none"><li>Setting Up Presentations for Delivery</li><li>Previewing and printing Presentations</li><li>Preparing Speaker Notes and Handouts</li><li>Finalizing Presentations</li></ul></li></ol>
Aimed at...	Those who can type text. Those who use PowerPoint for the first time.