

# Course Outline

## Microsoft PowerPoint 2010 - Workshop: Capturing your Audience with PowerPoint Animations

### Further Training: **PowerPoint**

#### PowerPoint Level 1

Aimed at the novice user who needs to know the basics of good business presentation design using Text, Graphics & Animations

#### PowerPoint Level 2

Aimed at the self taught or anyone who is familiar with the essentials of PowerPoint & wants to create powerful presentations using Multimedia & Animation

### General Description

The skills and knowledge acquired in this workshop are sufficient to be able to build and enhance powerful, real-world PowerPoint presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance your presentation with animations, add media features, setup a slide show, and more.

### Outcomes

At the completion of this course participants will be able to:

- Create animations in a presentation
- Insert video and sound clips, and work with action buttons
- Set up a presentation for the required presentation mode

### Course Details

Duration: 1.5 hours\*

Starting time: TBC

Finishing time: TBC



**Microsoft** Partner  
Gold Learning  
Silver Desktop

 **1300 86 87246**  
**1300 TO TRAIN**

### Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

\*Some conditions apply for short courses.

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## ➤ Animation

- Understanding Animation
- Animating Text
- Animating objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting The Timing
- Animating SmartArt Graphics
- Applying Slide Transitions

## ➤ Media And Action Buttons

- Understanding Media In PowerPoint
- Inserting A Video Clip
- Inserting An Audi Clip
- Inserting A Clip Art Vide
- optimizing And Compressing Media
- Inserting A Linked Media File
- Understanding Action Buttons
- Inserting Action Buttons

## ➤ Setting Up The Show

- About Self-Running Presentations
- Recording The Slide Show
- Setting Up A Self-Running Presentation
- Rehearsing Timings
- Setting Up A Speaker-Led Show

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