PowerPoint 2010 - Fundamentals

Instructor

Donna M. Martin
Director, Pathology IT Resources & Development
Pathology & Laboratory Medicine
Emory University School of Medicine

Duration

2.5 hours (An additional 30 minutes if needed for questions)

Overview

PowerPoint 2010 is a powerful tool designed primarily for creating presentations. A good working knowledge of PowerPoint is a base skill everyone should cultivate and have in their knowledge bank. The goal of this workshop is to learn how to set up your environment for easy use, as well as all the basic functions for making impressive and well-organized presentations.

Who should attend

Anyone interested in becoming proficient designing quality presentations with ease.

Prerequisites

Basic computer skills.

Topics to be covered

- Basic Layout / Stage components
- Shortcuts / Navigation
- Formatting backgrounds
- Using templates
- Defining slide layout
- Adding shapes
- Aligning / Distributing
- Inserting images, charts/diagrams, tables
- Creating handouts