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Free Download Video Training PowerPoint 2010 For Windows 8.1 Free Version

Microsoft PowerPoint 2010 Online Training Course Overview Watch our Microsoft PowerPoint 2010 training tutorials from any computer, iPad, or iPhone. • Discover the basics of working with slides and using clipart, charts, tables, and themes. 1 • Working with the clipboard pt 2 • Using Drag and Drop editing • Using Undo and Redo • Using the Spell Checker • • D. • Learn to send and publish your presentations • Get tips and shortcuts that help you manage many slides at once—for speed and consistency when working with large slideshows. Getting Started • • Understanding a slide • Using placeholders • Adding text to a slide • Working with slide layouts • Inserting a new slide • Moving with the keyboard • Moving with the mouse • • C. If you recently moved from Microsoft Office 2003 or Office 2007 to the latest Office 2010 suite and looking for free training courses to step up your Office knowledge. 1 • Customizing the Ribbon pt 2 • Adding a new tab to the Ribbon • Resetting Ribbon customizations • Importing/exporting Ribbon customizations • Using Backstage view • Using a template • Using Save and Save As • Using Compatibility mode • Opening PowerPoint 2010 files in earlier versions of PowerPoint • Using keystips • • B. • Find out how to create high-impact presentations that use hyperlinks, audio, video, animations, and images.

From creating basic slides to advanced formatting and charting tools, you'll master PowerPoint 2010 with this 6-hour video training course: • Learn to navigate the Microsoft Office 2010 interface including the Ribbon and Backstage feature. Presentation Views • • Using Normal view • Using Slide Sorter view • Using Notes Page view • Using Reading view • Changing the Default view • • F. • Discover the basics of working with slides and using clipart, charts, tables, and themes. • Learn to send and publish your presentations • Get tips and shortcuts that help you manage many slides at once—for speed and consistency when working with large slideshows. • PowerPoint 2010 - Intro Training • • A Basics • • Introducing the new Office 2010 Ribbon • Using and minimizing the Ribbon • Using the Quick Access toolbar • Customizing the Quick Access toolbar • Resetting the Quick Access toolbar • Customizing the Ribbon pt. Text Formatting • • Selecting text • Editing text • Formatting text • Using the Font dialog box • Using the Format Painter command • Changing the character case • Using Cut, Copy, and Paste • Using Paste Preview • Working with the clipboard pt.

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Course Description From creating basic slides to advanced formatting and charting tools, you'll master PowerPoint 2010 with this 6-hour video training course: • Learn to navigate the Microsoft Office 2010 interface, including the Ribbon and Backstage feature. Number of Videos: 152 Lessons - 10 5 Hours Duration Ships on: DVD-ROM User Level: Beginner Works On: Windows 7, Vista, XP, Mac OS X In this Microsoft PowerPoint 2010 training CD, expert trainer Guy Vaccaro takes you through the newly updated, widely known presentation program, Microsoft PowerPoint 2010. • Find out how to create high-impact presentations that use hyperlinks, audio, video, animations, and images. Without the physical limitations of a training CD or DVD, our Microsoft PowerPoint 2010 training course can be accessed anytime, anywhere. Paragraph Formatting • • Aligning paragraphs horizontally • Aligning paragraphs vertically • Changing the line spacing • Changing the text direction • Setting tabs using the ruler • Setting tabs using the Tab dialog box • Using bullets in a placeholder • Denoting and promoting bullets • Customizing bullets • Creating numbered lists • Using the Paragraph dialog box • • E.

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