

### Student Recommendations:

“This class was very informative and will be very beneficial for creating interesting presentations. The possibilities are endless. Kathy Van Pelt was an excellent instructor. I particularly found the video which explained how to modify animation in lesson 11 and the additional training session "Get Visual with SmartArt graphics" at the Microsoft training website (in lesson 6) very helpful. Kathy taught this class step-by-step which was easy to follow and understand. She also answered questions in a timely manner. The supplementary material was also useful for expanding the lessons that Kathy taught. This was the first on-line class that I have taken and I shall take others to learn new skills.”

### Semester Start Dates:

- Contact Corporate Training

### Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

### For more Details:

[http://www.ed2go.com/fsw/online\\_course/introduction\\_to\\_microsoft\\_powerpoint\\_2010.html](http://www.ed2go.com/fsw/online_course/introduction_to_microsoft_powerpoint_2010.html)

### To Register:

<https://www.ed2go.com/fsw/Enrollment/Enroll.aspx?ProductId=372>

### For More Class Offerings:

<http://www.ed2go.com/fsw/>

## Microsoft Power Point 2010 \$99

Take your PowerPoint presentations from “so-so” to sensational! In these lessons, you’ll learn how to use Microsoft PowerPoint 2010 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish.

First, you’ll explore the latest features of PowerPoint, from the all-new File menu to the Backstage View. After that, you’ll find out how to create dazzling presentations formatted with themes and a variety of slide layouts. You’ll embellish your slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks, and you’ll discover that global changes are a snap with the Slide Master.

And that’s just the start! You’ll also learn how to create a PowerPoint photo album with your digital pictures, and you’ll work with PowerPoint Web App—an online version of PowerPoint. Finally, you’ll add versatility to your PowerPoint skills as you learn to save presentations as PDF files and videos.

Whether you’re a beginner or an experienced user, these lessons will teach you how to turn simple slides into a polished and exciting presentation that will make your message memorable. If you want to take your PowerPoint skills to a higher level, this is the course for you!

### **Requirements:**

Microsoft Windows 7, Vista, or XP with Service Pack 3; [Microsoft PowerPoint 2010](#) or [Microsoft Office Professional 2010](#) (please be sure to install this software on your computer before the course begins), Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). A free 60-day trial version of Office 2010 may be available at [http://www2.buyoffice.microsoft.com/usa/?torb=4&WT.mc\\_id=ODC\\_ENUS\\_GenTry\\_Control](http://www2.buyoffice.microsoft.com/usa/?torb=4&WT.mc_id=ODC_ENUS_GenTry_Control).

**Note: This course is not suitable for Macintosh users**

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