



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office PowerPoint 2010 Level I – Essentials Training

Students will learn to prepare an effective presentation using PowerPoint features such as slide shows, animations, transitions, sound, images, charts, WordArt, SmartArt, tables and lots more. In addition, students will learn to format a slide with background color, themes, object color, outline and fills. Students will be asked to create a presentation for the class with all the tools that they have learnt.

- Getting Started with PowerPoint
- Creating a Basic Presentation
- Formatting Text on Slides
- Adding Graphical Objects to a Presentation
- Modifying Graphical Objects in Presentations
- Working with Tables
- Working with Charts
- Preparing to Deliver a Presentation

.....more detailed outline is available, please e-mail or call!

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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