

Introduction to PowerPoint 2010

PowerPoint is a popular software application which has been around since 1986. It is used to create presentations, which are a series of slides that can be displayed on a screen or printed out. It is a powerful tool for creating professional-looking presentations, and it is easy to learn and use.

PowerPoint Presentation Structure

PowerPoint presentations are structured into slides, which are the basic building blocks of the presentation.



1. The **Slide Show** is the main part of the presentation. It is the part that is displayed on the screen or printed out.

2. The **Slide Sorter** is a view of the presentation that allows you to see all the slides at once. It is used to rearrange the slides and to delete slides that are not needed.

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Microsoft Powerpoint 2015 Advanced Training Manual

Peter Hartley



Microsoft Powerpoint 2015 Advanced Training Manual:

Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options **Step-by-Step Resumes For All**

Construction Trades Laborer and Contractor Positions Evelyn U. Salvador,2020-05-15 Book Delisted **Essential Study and Employment Skills for Business and Management Students** Kevin Gallagher,2016 Essential Study and Employment Skills for Business and Management Students offers a comprehensive one stop guide that will equip you with all the necessary skills needed to enhance your success both during university and in your future working environment It covers

all the core areas associated with business and management degrees and offers a unique focus on employability to ensure that you can translate the skills you acquire into professional practice This third edition has been fully revised to include a new group activity in each chapter as well as updated activities throughout to reinforce the skills introduced in each chapter The content and structure of the book has been updated to focus more effectively on core areas such as the use of quantitative data and the development of professional skills and employability With the main focus of the book firmly on active experimentation and reflection Essential Study and Employment Skills for Business and Management Students remains unparalleled as a resource to support encourage and develop business and management students throughout their time at university and beyond Online Resource Centre For students Selected activities from the text including templates to complete online Answer guidance on writing style and using a narrative approach Critical incidents log Excel workbook to provide additional support in areas such as constructing pie charts bar charts and line charts Information on using Excel in data analysis Web links YouTube channel featuring relevant videos on skills including interviews with students and graduates that accompany the book For lecturers PowerPoint slides

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Exam 70-414 Implementing an Advanced Server Infrastructure Microsoft Official Academic Course, 2015-01-12 This Microsoft Official Academic Course MOAC IT Professional curriculum prepares certification students for success every step of the way This 70 414 Implementing an Advanced Server Infrastructure exam course is the second of a series of two exams Microsoft Certified Solutions Associates MCSE candidates are required to pass to gain the MCSE Windows Server 2012 and Windows Server 2012 R2 certification These MCSE exams test the skills and knowledge necessary to design implement and maintain a Windows Server 2012 infrastructure in an enterprise scaled highly virtualized environment Passing these exams confirms students ability to plan configure and implement the Windows Server 2012 services such as server deployment server virtualization and network access and infrastructure This complete ready to teach MOAC program is mapped to all of the exam objectives

Essentials of a Successful Biostatistical Collaboration Arul Earnest, 2016-10-14 The aim of this book is to equip biostatisticians and other quantitative scientists with the necessary skills knowledge and habits to collaborate effectively with clinicians in the healthcare field The book provides valuable insight on where to look for information and material on sample size and statistical techniques commonly used in clinical research and on how best to communicate with clinicians It also covers the best practices to adopt in terms of project time and data management relationship with collaborators etc

Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic

reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports *Microsoft PowerPoint Best Practices, Tips, and Techniques* Chantal Bossé, 2023-02-10 Want to become a PowerPoint Pro Written by a PowerPoint expert and Microsoft MVP this book helps you create visually appealing PowerPoint presentations using advanced tools features and expert techniques for better impact Purchase of the print or Kindle book includes a free PDF eBook Key Features Learn how

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journey of a Dynamics AX implementation project helping you to avoid the common pitfalls and adapt industry knowledge and best practices for your own project This one stop guide is packed with key tools and techniques to aid your Dynamics AX implementation Who This Book Is For This book is for IT project managers solution architects and consultants who are planning to implement or are in the process of implementing or upgrading Dynamics AX To use this book you must have a working Dynamics AX system in place and must be familiar with the basics of Dynamics AX What You Will Learn Prepare for a great start with effective project management and planning from the beginning Gather details early using effective requirement gathering tools and techniques Gain tools and techniques for effective infrastructure planning and hardware sizing Get to grips with integration and data migration through planning and strategy Familiarize yourself with the reporting and BI tools Master functional and technical design to customize existing features and designs in your own projects Manage your configuration and you re your configuration from one environment to another Learn industry s best practices and recommendations on customization development and performance tuning In Detail Microsoft Dynamics AX is Enterprise Resource Planning ERP software that supports multi site operations across various countries providing international processing within the company It is an ERP solution with a lot of features and functionality and it provides support across the fields of financial distribution supply chain project customer relationship HR and field service management This book is all about simplifying the overall implementation process of Dynamics AX The purpose of this book is to help IT managers and solution architects implement Dynamics AX to increase the success rate of Dynamics AX projects This all in one guide will take you through an entire journey of a Dynamics AX implementation ensuring you avoid commonly made mistakes during implementation You ll begin with the installation of Dynamics AX and the basic requirements Then you ll move onto data migration reporting functional and technical design configuration and performance tuning By the end of the book you will know how to plan and execute Dynamics AX right on your first attempt using insider industry knowledge and best practices Style and approach This is a progressive easy to follow book that summarizes numerous aspects you need to know to make your Dynamics AX implementations successful using code examples to get you hands on [Microsoft Outlook 2010 Step by Step](#) Joan Lambert,Joyce Cox,2010-06-29 Experience learning made easy and quickly teach yourself how to manage your communications with Outlook 2010 With STEP BY STEP you set the pace building and practicing the skills you need just when you need them Topics include managing e mail messages organizing your inbox contacts and task lists managing and sharing your calendar scheduling meetings and using collaboration features working away from the office customizing Outlook and more *World Bank Internship: The Complete Guide* , This comprehensive eBook helps you perform successfully in the World Bank Internship Program selection process It will introduce you to the complex World Bank Group and its approach towards international development it will teach you how to prepare each of the documents required in detail and it will also get you ready for the interview Working in the World Bank Group WBG is a dream for many Understandably

since the Bank combines good remuneration and a wide range of benefits with meaningful work that can help millions of people and improve their quality of life In addition working for the World Bank WB means having a global career with a global reach in a multicultural and pleasant environment you will be able to construct influential networks and receive encouragement to develop professionally In pursuit of its mission the OpenIGO network has prepared this comprehensive ebook to help candidates to be successful in the World Bank Internship Program even if they do not have connections or previous experience at the Bank Through the World Bank Internship ebook you will learn up to date information about the World Bank Internship Program and what you need to be successful It does not matter whether you intend to apply this year or in five years time it will enable you to strategically develop your career and equip you for each of the selection stages

Start Your Own eLearning or Training Business The Staff of Entrepreneur Media, Ciree Linsenmann, Cheryl Kimball, 2015-09-08 Distance learning for both the education and industry is steadily growing creating a demand for eager entrepreneurs Teaching methods and tools now in popular use for virtual training are covered videos eBooks interactive software types college sponsored staff training for college instructors hardware camera video sound equipment online group forums online events choosing the right presentation style and linking to appropriate social media sites and networking presentations A range of industry examples will be given for accreditation certifications and credit adding training onto an existing business as side income how to sell media training tools how much to charge clients start up costs software types used the legal obligations around taxes business registration working from home and content confidentiality and growth planning and writing a business plan Relevant and fun call outs tip boxes industry stats an index and a rich appendix and glossary is provided An appendix offers resources in continued learning and rounded training for trainers industry organizations and trade groups books and eBooks videos software websites successful online trainers and online education institutions consultants and certification organizations

Business Process Reengineering Heru Susanto, Fang-Yie Leu, Chin Kang Chen, 2019-03-08 This volume shows how ICT information and communications technology can play the role of a driver of business process reengineering BPR ICT can aid in enabling improvement in BPR activity cycles as it provides many components that enhance performance that can lead to competitive advantages IT can interface with BPR to improve business processes in terms of communication inventory management data management management information systems customer relationship management computer aided design computer aided manufacturing CAM and computer aided engineering This volume explores these issues in depth

Business Communication Peter Hartley, 2015-02-11 Effective communication in business and commercial organizations is critical as organizations have to become more competitive and effective to sustain commercial success This thoroughly revamped new edition distils the principles of effective communication and applies them to organizations operating in the digital world Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles

managing face to face interactions using visual aids delivering presentations and organising effective meetings In every case the authors consider the potential of new technology to improve and support communication With helpful pedagogical features designed to aid international students this new edition of a popular text will continue to aid business and management students for years to come Additional content can now be found on the author s website www.rethinkbuscomm.net

Guide to a Successful Career Transition Alex Aberle,2019-08-02 If you are stressed burnt out looking for a career change and trying to define your career path you can benefit from this guide In this self paced guide Alex Aberle a Certified Professional and Executive Coach uses her proven career coaching model of self discovery to help you find ways to attain a fulfilling career By using real life stories of her coaching clients she connects all the pieces of the puzzle to guide you from the state of frustration to getting a meaningful job The readers can choose their own career paths utilizing the tools tips and hands on exercises If you are intrinsically motivated and open to self discovery what are you waiting for You will find chapters dedicated to gaining clarity and facing your fears defining your values and ideal work environment developing an achievement based resume LinkedIn profile searching for your dream job and preparing for an interview

Improving University Reputation Through Academic Digital Branding Del Pino, Ariana Daniela,Lloret Romero, Nuria,2020-11-06 As higher education institutions adapt to an increasingly digital world it is imperative that they adopt technological techniques that allow them to establish a digital presence Academic e branding involves managing a university s brand and image to promote and build the reputation of the institution especially in regards to its student and faculty research and achievements Without a solid digital presence higher education institutions may struggle to remain competitive Improving University Reputation Through Academic Digital Branding is a critical scholarly publication that explores digital branding and its role in establishing the reputation of academic institutions and programs Featuring a range of topics including digital visibility social media and inclusive education this book is ideal for higher education boards brand managers university and college marketers researchers academicians practitioners administrators and students

Physical Activity and Health Promotion in the Early Years Hannah Brewer,Mary Renck Jalongo,2018-06-19 This book focuses on improving well being among young children It provides a theoretical base explaining why physical activity is important and offers practical strategies for increasing health and well being in early childhood settings It takes ancient wisdom on the mind and body connection applies it to the youngest children and supports it with current empirical and international evidence all with an eye toward improving wellness across the lifespan The many topics discussed in the book include children s motor skills movement interaction physical literacy the use of video games dog ownership developmental delays as well as strategies to improve physical activities in the classroom and broader contexts In recent years children s health has become a priority worldwide Topics such as screen time sedentary behavior and childhood obesity have become important issues everywhere in the news in schools in community and commercial settings and among health care providers Limiting sedentary behavior

increasing physical activity and maintaining a nutritious diet are three fundamental needs during early childhood. Preschool years are a time when children begin to explore the world around them and develop more vivid understandings of their surroundings. As this book shows, the early years may be the best time to teach wellness concepts and assist young children in establishing healthy lifestyle habits.

Impact of Design Research on Industrial Practice Amaresh Chakrabarti, Udo Lindemann, 2015-07-11

Showcasing exemplars of how various aspects of design research were successfully transitioned into and influenced design practice, this book features chapters written by eminent international researchers and practitioners from industry on the Impact of Design Research on Industrial Practice. Chapters written by internationally acclaimed researchers of design analyse the findings, guidelines, methods and tools, technologies, products and educational approaches that have been transferred as tools, technologies and people to transform industrial practice of engineering design. Whilst the chapters that are written by industrial practitioners describe their experience of how various tools, technologies and training impacted design practice. The main benefit of this book for educators, researchers and practitioners in engineering design will be access to a comprehensive coverage of case studies of successful transfer of outcomes of design research into practice as well as guidelines and platforms for successful transfer of research into practice.

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