



PowerPoint 2010 Diagrams, Charts & Tables

Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders. Basic knowledge of Microsoft PowerPoint.

Diagrams

- Explore types
- Create diagrams
- Format diagrams
- Drawing Tools

Charts

- Create PPT charts
- Copy and paste from Excel
- Chart Tools – Design, Layout and Format
- Live Preview

Tables

- Create PPT tables
- Copy and paste from Word
- Import from Word
- Format tables