

SOFTWARE TRAINING CENTER

PowerPoint 2010 Level 1

Duration: 1 Day

Course Overview:

PowerPoint is an application that is used to create and display presentations and slide shows to audiences. In this course, students are guided through the process of creating an effective presentation using PowerPoint 2010. Students will learn how to create and edit presentations, format text and print their presentations. Students will also learn to enhance and clarify their presentations by adding dramatic graphic effects, such as WordArt, AutoShapes and ClipArt. In addition, adding transition and animation effects will be taught in order to create more interesting and informative slide shows presentations.

Who Should Attend: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Outline:

Getting Started with PowerPoint

- Identify the Elements of the User Interface
- View Presentations
- Save a Presentation
- Use Microsoft PowerPoint Help

Creating a Basic Presentation

- Select a Presentation Type
- Enter Text
- Edit Text
- Format Text Placeholders
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Formatting Text on Slides

- Apply Character Formats
- Format Paragraphs

Adding Graphical Objects

- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to the Text in a Presentation

Modifying Graphical Objects

- Edit Graphical Objects
- Format Graphical Objects
- Group Graphical Objects on a Slide
- Arrange Graphical
- Apply Animation Effects

Working with Tables

- Insert a Table
- Format Tables
- Import Tables from Other Microsoft Office Applications

Working with Charts

- Insert Charts
- Modify a Chart
- Import Charts from Other Applications

Preparing to Deliver a Presentation

- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation

**Appendix A: Microsoft Office
PowerPoint 2010 Exam 77-883**