

SOFTWARE TRAINING CENTER

PowerPoint 2010 - Transition from PowerPoint 2003 First Look

Duration: 1/2 Day

Course Overview:

You will identify the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. You will identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations. You will finalize a presentation and secure it with a digital signature to authenticate its validity, and finally save a presentation to the web so that you can access it online. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

Who Should Attend: This course is designed for experienced PowerPoint users who have used earlier versions of Microsoft Office PowerPoint, ideally PowerPoint 2003, and who are planning to upgrade to PowerPoint 2010.

Prerequisites: Students must have prior knowledge of PowerPoint 2003 or PowerPoint XP on the Windows operating system.

Course Outline:

Identifying the Components of PowerPoint 2010

- Identify the New Interface Features
- Identify the Ribbon Components
- Use the Task-Oriented Tabs on the Ribbon
- Use PowerPoint Galleries
- Customize the PowerPoint Interface

Building the Framework of a Presentation

- Create a Presentation
- Save a Presentation
- Create Custom Slide Layouts
- Create and Apply Themes

Adding Visual Elements to a Presentation

- Apply Rich Text and Typography Effects
- Apply Animation Effects
- Work with Pictures and SmartArt Graphics
- Add Styles and Effects to a Table
- Work with Chart Tools

Preparing to Deliver a Presentation

- Divide a Presentation into Sections
- Add Transitions
- Print a Presentation
- Secure a Presentation

Working with Shared Presentations

- Share PowerPoint Presentations
- Work with Presentations by Using a Web Browser

Appendix A: New Features in PowerPoint 2010

Appendix B: PowerPoint 2010 Mobile Features