Microsoft® Office PowerPoint® 2010: Level 1

Course Specifications

Course length: **1.0 day(s)**

Course Description

Course Objective: You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by 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. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Microsoft® Office Windows® XP Introduction
- Microsoft® Office Windows® XP Professional Level 1
- Microsoft® Office Windows® XP Professional Level 2
- Microsoft® Office Windows® 2000 Introduction

Course Objectives

Upon successful completion of this course, students will be able to:

- Explore the PowerPoint 2010 interface and familiarize yourself with the interface.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify graphical objects on slides.
- Work with tables in a presentation.
- Import charts to a presentation.
- Prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint
    Topic 1A: Identify the Elements of the User Interface
    Topic 1B: View a Presentation
    Topic 1C: Save a Presentation
    Topic 1D: Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation
    Topic 2A: Initiate a Presentation
    Topic 2B: Enter Text
    Topic 2C: Arrange Text
    Topic 2D: Format Text Placeholders
    Topic 2E: Add Slides to a Presentation
    Topic 2F: Arrange Slides
    Topic 2G: Work with Themes

Lesson 3: Formatting Text on Slides
    Topic 3A: Apply Character Formats
    Topic 3B: Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation
    Topic 4A: Insert Images into a Presentation
    Topic 4B: Add Shapes
    Topic 4C: Add Visual Styles to Text in a Presentation

Lesson 5: Modifying Graphical Objects in Presentations
    Topic 5A: Edit Graphical Objects on a Slide
    Topic 5B: Format Graphical Objects on a Slide
    Topic 5C: Group Graphical Objects on a Slide
    Topic 5D: Arrange Graphical Objects on a Slide
    Topic 5E: Apply an Animation Effect to a Graphical Object

Lesson 6: Working with Tables
    Topic 6A: Insert a Table in a Slide
    Topic 6B: Format Tables
    Topic 6C: Import Tables from Other Office Applications

Lesson 7: Working with Charts
    Topic 7A: Insert Charts in a Slide
    Topic 7B: Modify a Chart
    Topic 7C: Import Charts from Other Office Applications

Lesson 8: Preparing to Deliver a Presentation
    Topic 8A: Review the Content in a Presentation
    Topic 8B: Divide a Presentation into Sections
    Topic 8C: Add Transitions
    Topic 8D: Add Speaker Notes
    Topic 8E: Print a Presentation
    Topic 8F: Deliver a Presentation