



MS OFFICE - POWERPOINT 2010 – LEVEL 1

OVERVIEW

Students will explore the PowerPoint environment and create a presentation. Students will add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form.

Duration - 1 Day

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.

SUMMARY CONTENT

Lesson 1:

- Getting Started with PowerPoint
- Identify Elements of the User Interface
- View a Presentation
- Save a Presentation
- Use Microsoft PowerPoint Help

Lesson 2:

- 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

Lesson 3:

- Formatting Text on Slides
- Apply Character Styles
- Format Paragraphs



Lesson 4:

- Adding Graphical Objects to a Presentation
- Insert Images into a Presentation
- Add Shapes
- Adding Visual Style to Text in a Presentation

Lesson 5:

- Modifying Graphical Objects in Presentations
- Edit Graphical Objects on a Slide
- Format Graphical Objects on a Slide
- Group Graphical Objects on a Slide
- Arrange Graphical Objects on a Slide
- Apply an Animation Effect to a Graphical Object

Lesson 6:

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

Lesson 7:

- Working With Charts
- Insert Charts
- Modify a Chart
- Import Charts from Other Microsoft Office Applications

Lesson 8:

- Preparing to Deliver a Presentation
- Review the Content of a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation