



### Microsoft PowerPoint 2010

Microsoft PowerPoint 2010 is a one-day, hands-on course that will teach you to use PowerPoint to deliver presentations with pizzazz. In this course, you will learn to use PowerPoint to design, present, and collaborate on presentations. Additionally you will learn about the latest and greatest features of PowerPoint such as Live Preview, themes, new custom layouts, presenter view and the enhanced special effects.

**Target Student:** Individuals with any level of experience who are interested in learning more about creating interesting and creative presentations using PowerPoint.

**Prerequisites:** Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After completing this course, you will be able to design PowerPoint presentations and efficiently use the tools available in this powerful presentation program.

#### What's Next:

**Adobe Acrobat/PDF** Learn how to create and secure PDFs for document distribution on the Web.

**Flash Rich Content Creation** Add animation and user interaction to your website with graphics, text and sound effects.

**Adobe Presenter** Learn to turn PowerPoint files into dynamic, self contained eLearning modules which can be delivered on their own, or integrated with Connect or other LMS systems.

#### Performance-Based Objectives

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

- Manipulate an existing PowerPoint presentation.
- Design and create a new PowerPoint presentation.
- Format text slides.
- Lay out slides efficiently.
- Create design templates and document themes.
- Save time using the Slide Master.
- Insert objects, tables, charts and SmartArt.
- Apply and use transition and animation effects.
- Add multimedia to slides.
- Set up presentations.
- Design oral presentations using slide notes.



## Microsoft PowerPoint 2010 1 Day

### Program Fundamentals

Starting/What's New in PowerPoint 2010  
 Understanding the PowerPoint Program Screen  
 Giving commands and Using Shortcuts  
 Creating a New Presentation  
 Opening, Previewing and Printing a Presentation  
 Saving and Closing a Presentation  
 Using Help and Exiting PowerPoint

### Getting Started with Presentations

Inserting Slides and Deleting Slides  
 Selecting a Layout  
 Navigating and Organizing a Presentation

### Inserting and Editing Text

Inserting Text and a Text Box/Moving and Copying Text  
 Controlling How Text is Moved or Copied  
 Using Undo, Redo and Repeat  
 Inserting Symbols, Equations and Special Characters

### Formatting Text

Changing Font Type, Size, Color and Style  
 Using the Font Dialog Box, Copying Formatting and WordArt

### Viewing a Presentation

Changing Views  
 Using the Zoom Controls and Outline Pane  
 Working with the Presentation Window  
 Working with Multiple Presentations

### Formatting a Presentation

Using Document Themes  
 Changing the Background of a Slide and Rearranging  
 Adding Headers and Footers and Using the Slide Master  
 Working with Bulleted and Numbered Lists  
 Formatting Paragraphs  
 Working with Tabs and Indents and Changing Page Setup

### Working with Objects

Inserting Clip Art, Screenshots, Graphic Files  
 Removing Backgrounds from Pictures and Graphics  
 Altering the Look of Pictures and Graphics  
 Formatting Pictures and Graphics  
 Inserting & Formatting Shapes  
 Resize, Move, Copy, Positioning and Delete Objects  
 Applying Special Effects  
 Grouping, Aligning and Distributing Objects  
 Flipping, Rotating and Layering Objects

### Working with Tables

Creating and Working with a Table  
 Adjusting Column Width and Row Height  
 Inserting and Deleting Rows and Columns  
 Merging and Splitting Cells  
 Working with Borders and Shading  
 Applying a Table Style

### Working with Charts and SmartArt

Inserting a Chart and Chart Data  
 Resizing and Moving a Chart  
 Changing Chart Type and Formatting a Chart  
 Working with Labels  
 Inserting and Formatting SmartArt  
 Converting Slide Text into SmartArt

### Applying Transition and Animation Effects

Applying and Modifying a Transition Effect  
 Applying and Modifying and Animation Effect  
 Previewing a Transition or Animation Effect  
 Copying Animation Effects and Previewing

### Working with Multimedia

Inserting Sounds, CD Tracks and Movie Clips  
 Narrating a Presentation and Using Action Buttons

### Finalizing a Presentation

Setting Up a Slide Show and Rehearsing Timings  
 Adding Comments to a Slide and Hiding a Slide  
 Marking a Presentation as Final

### Delivering a Presentation

Delivering a Presentation on a Computer  
 Using the Pen and Making Annotations  
 Creating a Presentation that Runs by Itself  
 Using Presenter View and Creating a Custom Show

### Using Collaboration and Distributing Tools

Comparing, Merging and Packaging Presentations  
 Saving a Presentation as Videos  
 Password Protecting a Presentation  
 Creating Handouts in Microsoft Word

### More Topics

Converting an Older Presentation to PowerPoint 2010  
 Translating Text  
 Viewing Document Properties and Finding a File  
 Recovering Your Presentation  
 Managing Versions

