



# Microsoft® PowerPoint 2010 Level 1

## Course Description:

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.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To explore the PowerPoint environment and create a new and professional presentation.

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

- Get started with PowerPoint 2010
- Create a presentation
- Format text on slides
- Add graphical objects to a presentation
- Modify objects on slides
- Add tables to a presentation
- Add charts to a presentation
- Prepare to deliver a presentation

**Prerequisite:** Experience and familiarity with Windows environment and using a word processing application such as Word.

Course Outline		
<p><b>Explore PowerPoint</b></p> <ul style="list-style-type: none"> <li>• Use the PowerPoint interface</li> <li>• Use the Microsoft® Office button</li> <li>• Use the Ribbon</li> <li>• Use Backstage View</li> </ul> <p><b>Use Basic Presentation Skills</b></p> <ul style="list-style-type: none"> <li>• Enter text into a presentation</li> <li>• Save a new presentation</li> <li>• Close a presentation</li> <li>• Create a new presentation</li> <li>• Open an existing presentation</li> <li>• Add new slide(s)</li> </ul> <p><b>Work with Presentations</b></p> <ul style="list-style-type: none"> <li>• Create a custom layout</li> <li>• Apply a theme</li> <li>• Apply a background style</li> <li>• Change slide orientation</li> <li>• Change magnification</li> <li>• Add speaker notes</li> <li>• Switch views</li> </ul>	<p><b>Use the Outline Tab</b></p> <ul style="list-style-type: none"> <li>• Collapse and expand slides</li> <li>• Demote and promote text lines</li> <li>• Move text lines</li> <li>• Add/Delete/Rearrange slide in outline tab</li> </ul> <p><b>Edit and Proof Text</b></p> <ul style="list-style-type: none"> <li>• Select text</li> <li>• Delete slide items</li> <li>• Move/Copy text between slides</li> <li>• Use the past options button</li> <li>• Use the Clipboard task pane</li> <li>• Use undo and redo</li> <li>• Find and replace text</li> <li>• Spell check</li> </ul> <p><b>Use Slide Sorter View</b></p> <ul style="list-style-type: none"> <li>• Select multiple slides</li> <li>• Move/Duplicate/Copy/Delete slides</li> </ul>	<p><b>Format Presentation Text</b></p> <ul style="list-style-type: none"> <li>• Use Format Painter</li> <li>• Text alignment</li> <li>• Manage shapes</li> <li>• Apply effects</li> <li>• WordArt</li> <li>• Text effects</li> </ul> <p><b>Format Bullets and Numbers</b></p> <p><b>Edit Multiple Presentations</b></p> <ul style="list-style-type: none"> <li>• View multiple presentations</li> <li>• Copy text and slides between presentations</li> </ul> <p><b>Print Presentations</b></p> <ul style="list-style-type: none"> <li>• Select page setup options</li> <li>• Preview a presentation</li> <li>• Print slides, speaker notes, outlines and handouts</li> <li>• Create Headers and Footers</li> </ul>