

Microsoft PowerPoint 2010

Level 1



Length: 1 Day
Technology: MS PowerPoint 2010
Delivery Method: Instructor-led (classroom)

About this Course

This one-day instructor-led course provides students with an overview of the features and functions of Microsoft PowerPoint 2010.

Audience Profile

- ✓ This course is intended for novice information workers who want to learn beginning-level PowerPoint 2010 skills.

At Course Completion

After completing this course, students will be able to:

- ✓ Work in the user interface.
- ✓ Create and save presentations.
- ✓ Open, move around in, and close presentations.
- ✓ View presentations in different ways.
- ✓ Add and delete slides.
- ✓ Add slides with ready-made content.
- ✓ Divide presentations into sections.
- ✓ Rearrange slides and sections.
- ✓ Enter text in placeholders.
- ✓ Add text boxes.
- ✓ Edit text.
- ✓ Correct and size text while typing.
- ✓ Check spelling and choose the best words.

- ✓ Find and replace text and fonts.
- ✓ Apply themes.
- ✓ Use different color and font schemes.
- ✓ Change the slide background.
- ✓ Change the look of placeholders.
- ✓ Change the alignments, spacing, size, and look of text.
- ✓ Insert pictures and clip art images..
- ✓ Insert diagrams.
- ✓ Insert charts.
- ✓ Draw shapes.
- ✓ Add transitions.
- ✓ Set up presentations for delivery.
- ✓ Preview and print presentations.
- ✓ Prepare speaker notes and handouts.
- ✓ Finalize presentations.
- ✓ Deliver presentations.

Course Details

Module 1: Review and Deliver Presentations

This module explains how to size the slides for presentation, set slide orientation, add a footer to a slide, preview and print a presentation, work with speaker notes and handouts, and ensure that a presentation contains no inappropriate information before marking it as final.

Lessons

- Setting Up Presentations for Delivery
- Previewing and Printing Presentations
- Preparing Speaker Notes and Handouts
- Finalizing Presentations
- Deliver Presentations

Lab : Setting Up Presentations for Delivery

- Experiment with slide size, set up a footer, and create a self-running show
- Preview and print a presentation
- Create and print notes and handouts
- Finalize a presentation
- Use delivery tools to show a presentation

Lab : Previewing and Printing Presentations

- Experiment with slide size, set up a footer, and create a self-running show
- Preview and print a presentation
- Create and print notes and handouts
- Finalize a presentation
- Use delivery tools to show a presentation

Lab : Finalizing Presentations

- Experiment with slide size, set up a footer, and create a self-running show
- Preview and print a presentation
- Create and print notes and handouts
- Finalize a presentation
- Use delivery tools to show a presentation

Lab : Delivering Presentations

- Experiment with slide size, set up a footer, and create a self-running show
- Preview and print a presentation
- Create and print notes and handouts
- Finalize a presentation
- Use delivery tools to show a presentation

Lab : Preparing Speaker Notes and Handouts

- Experiment with slide size, set up a footer, and create a self-running show
- Preview and print a presentation
- Create and print notes and handouts
- Finalize a presentation
- Use delivery tools to show a presentation

Module 2: Explore PowerPoint 2010

This module explains how to work with presentations, including how to open, view, save, and close them.

Lessons

- Working in the User Interface
- Creating and Saving Presentations
- Opening, Moving Around In, and Closing Presentations
- Viewing Presentations in Different Ways

Lab : Working in the User Interface

- Explore the interface
- Create new presentations in various ways
- Explore ways to move around in a presentation
- Explore different views

Lab : Creating and Saving Presentations

- Explore the interface
- Create new presentations in various ways
- Explore ways to move around in a presentation
- Explore different views

Lab : Opening, Moving Around In, and Closing Presentations

- Explore the interface
- Create new presentations in various ways
- Explore ways to move around in a presentation
- Explore different views

Lab : Viewing Presentations in Different Ways

- Explore the interface
- Create new presentations in various ways
- Explore ways to move around in a presentation
- Explore different views

Module 3: Work with Slides

This module explains how to add slides with different layouts, delete slides, and change the layout of a slide; how to divide a presentation into sections and collapse and expand sections; and how to rearrange slides and sections in a presentation.

Lessons

- Adding and Deleting Slides
- Adding Slides with Ready-Made Content
- Dividing Presentations into Sections
- Rearranging Slides and Sections

Lab : Adding and Deleting Slides

- Add slides with different layouts, delete slides, and switch layouts
- Import an outline, and reuse slides
- Create, name, hide, and display sections
- Arrange slides in a presentation

Lab : Dividing Presentations into Sections

- Add slides with different layouts, delete slides, and switch layouts
- Import an outline, and reuse slides
- Create, name, hide, and display sections
- Arrange slides in a presentation

Lab : Rearranging Slides and Sections

- Add slides with different layouts, delete slides, and switch layouts
- Import an outline, and reuse slides
- Create, name, hide, and display sections
- Arrange slides in a presentation

Lab : Adding Slides with Ready-Made Content

- Add slides with different layouts, delete slides, and switch layouts
- Import an outline, and reuse slides
- Create, name, hide, and display sections
- Arrange slides in a presentation

Module 4: Work with Slide Text

This module explains how to enter and edit text; add and manipulate text boxes; check spelling and use the Thesaurus; and find and replace text and fonts.

Lessons

- Entering Text in Placeholders
- Adding Text Boxes
- Editing text
- Correcting and Sizing Text While Typing
- Checking Spelling and Choosing the Best Words
- Finding and Replacing Text and Fonts

Lab : Entering Text in Placeholders

- Enter text in placeholders and on the outline tab
- Create, size, position, and format text boxes
- Edit slide text
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word
- Replace a word and a font

Lab : Editing Text

- Enter text in placeholders and on the outline tab
- Create, size, position, and format text boxes
- Edit slide text
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word
- Replace a word and a font

Lab : Correcting and Sizing Text While Typing

- Enter text in placeholders and on the outline tab
- Create, size, position, and format text boxes
- Edit slide text
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word
- Replace a word and a font

Lab : Checking Spelling and Choosing the Best Words

- Enter text in placeholders and on the outline tab
- Create, size, position, and format text boxes
- Edit slide text
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word
- Replace a word and a font

Lab : Finding and Replacing Text and Fonts

- Enter text in placeholders and on the outline tab
- Create, size, position, and format text boxes
- Edit slide text
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word
- Replace a word and a font

Lab : Adding Text Boxes

- Enter text in placeholders and on the outline tab
- Create, size, position, and format text boxes
- Edit slide text
- Explore AutoCorrect and AutoFit
- Correct misspellings, and substitute a word
- Replace a word and a font

Module 5: Format Slides

This module explains how to apply themes to presentations, change the color scheme or create a custom color scheme, add backgrounds to presentations, change the color of specific elements, and change the size, alignment, spacing, and look of text.

Lessons

- Applying Themes
- Using Different Color and Font Schemes
- Changing the Slide Background
- Changing the Look of Placeholders
- Changing the Alignment, Spacing, Size, and Look of Text

Lab : Applying Themes

- Switch to a different theme
- Experiment with color schemes and font schemes
- Add background shading and texture
- Change the color, border, and style of a text box
- Change the character formatting and paragraph formatting of text

Lab : Using Different Color and Font Schemes

- Switch to a different theme
- Experiment with color schemes and font schemes
- Add background shading and texture
- Change the color, border, and style of a text box
- Change the character formatting and paragraph formatting of text

Lab : Changing the Slide Background

- Switch to a different theme
- Experiment with color schemes and font schemes
- Add background shading and texture
- Change the color, border, and style of a text box
- Change the character formatting and paragraph formatting of text

Lab : Changing the Look of Placeholders

- Switch to a different theme
- Experiment with color schemes and font schemes
- Add background shading and texture
- Change the color, border, and style of a text box
- Change the character formatting and paragraph formatting of text

Lab : Changing the Alignment, Spacing, Size, and Look of Text

- Switch to a different theme
- Experiment with color schemes and font schemes
- Add background shading and texture
- Change the color, border, and style of a text box
- Change the character formatting and paragraph formatting of text

Module 6: Add Simple Visual Enhancements

This module explains how to insert pictures and clip art images, create and format charts and diagrams, draw and manipulate shapes, and apply transitions to slides.

Lessons

- Inserting Pictures and Clip Art Images
- Inserting Diagrams
- Inserting Charts
- Drawing Shapes
- Adding Transitions

Lab : Inserting Pictures and Clip Art Images

- Insert, move, and size pictures and clip art images
- Create a diagram
- Insert a chart
- Draw and manipulate shapes
- Apply and modify transitions

Lab : Inserting Diagrams

- Insert, move, and size pictures and clip art images
- Create a diagram
- Insert a chart
- Draw and manipulate shapes
- Apply and modify transitions

Lab : Inserting Charts

- Insert, move, and size pictures and clip art images
- Create a diagram
- Insert a chart
- Draw and manipulate shapes
- Apply and modify transitions

Lab : Drawing Shapes

- Insert, move, and size pictures and clip art images
- Create a diagram
- Insert a chart
- Draw and manipulate shapes
- Apply and modify transitions

Lab : Adding Transitions

- Insert, move, and size pictures and clip art images
- Create a diagram
- Insert a chart
- Draw and manipulate shapes
- Apply and modify transitions