

## PowerPoint 2010 - Level 1

Days of Training: 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.

### Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

### Next Steps

PowerPoint 2010 - Level 2

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### 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

## PowerPoint 2010 - Level 2

Days of Training: 1

### Overview

In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.

### Prerequisites

PowerPoint 2010 - Level 1

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### Lesson 1: Customizing the PowerPoint Environment

- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint
- Lesson 2: Customizing a Design Template

- Set Up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master
- Lesson 3: Adding SmartArt Graphics to a Presentation

- Insert SmartArt Graphics
- Modify SmartArt Graphics
- Lesson 4: Adding Special Effects to a Presentation

- Add Multimedia Elements
- Customize Slide Component Animations

### Lesson 5: Customizing a Slide Show

- Set Up a Custom Slide Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically
- Lesson 6: Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Restrict Access to a Shared Presentation
- Share a Presentation Using PowerPoint Web App
- Lesson 7: Securing and Distributing a Presentation

- Broadcast a Presentation
- Convert a Presentation into a Video
- Package a Presentation
- Publish a Presentation to Other File Formats
- Secure a Presentation