

Microsoft Office PowerPoint 2010: Basic

- **Course Length:** 1 Day

Course Overview

This course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

Course Overview

Course Introduction

2m

Course Introduction

Unit 01 - Getting Started

16m

Topic A: The PowerPoint Window

The File Tab

Opening Presentations

Moving Between Slides

Demo - A-1: Opening and Running a Presentation

The PowerPoint Environment

Demo - A-2: Examining the PowerPoint Environment

Presentation Views

Demo - A-3: Observing Views

Adjusting Magnification

Demo - A-4: Zooming In and Out on a Slide

Closing a File and PowerPoint

Demo - A-5: Closing a Presentation and Closing PowerPoint

Topic B: Getting Help

PowerPoint Help

Unit 01 Review

Unit 02 - New Presentations

22m

Topic A: Creating Presentations

Available Templates and Themes

Demo - A-2: Creating a New Blank Presentation

Entering Text on Slides

Demo - A-3: Entering Text on a Slide

Adding Slides

Adding Bulleted Text to a Slide

Demo - A-4: Adding and Editing Slides

Topic B: Saving Presentations

Saving a File for the First Time

Updating Presentations

Saving Presentations in New Folders

Topic C: Rearranging and Deleting Slides

Moving Slides in Normal View

Demo - C-1: Rearranging Slides in Normal View

Slide Sorter View

Demo - C-2: Rearranging Slides in Slide Sorter View

Deleting Slides

Demo - C-3: Deleting a Slide in Slide Sorter View

Topic D: Using Slides from Other Presentations

Slides from Other Presentations

Unit 02 Review

Unit 03 - Formatting Slides

36m

Topic A: Formatting Text

Character and Paragraph Formatting

The Font Group

The Mini Toolbar

Demo - A-1: Applying Bold and Italic Formatting

Changing the Font

Changing the Font Size

Demo - A-2: Changing the Font, Font Size, and Font Color

Format Painter

Demo - A-3: Using the Format Painter to Copy Text Formatting

Changing the Bullet Style

Demo - A-4: Changing Bullet Styles

Numbered Lists

Demo - A-5: Creating a Numbered List

Topic B: Modifying Text

Finding and Replacing Text

Demo - B-1: Finding and Replacing Text

Moving Text or an Object

Copying Text or an Object

Demo - B-2: Cutting and Dragging Text

Demo - B-3: Copying Text to Another Slide

Demo - B-4: Using the Clipboard Pane

Topic C: Formatting Paragraphs

Aligning Text

Unit 03 Review

Unit 04 - Using Drawing Objects

38m

Topic A: Adding Shapes

Drawing Shapes

Demo - A-1: Using the Drawing Tools

Demo - A-2: Changing an Object's Shape

Topic B: Modifying Objects

Demo - B-1: Applying Formatting to Objects

Duplicating Objects

Moving Objects

Demo - B-2: Duplicating, Deleting, and Moving Objects

Resizing Objects

A Smart Guide
Demo - B-3: Resizing an Object
Rotating Objects
Demo - B-4: Rotating an Object
Aligning Objects
Grids and Guides
Demo - B-5: Aligning Objects
Topic C: Using Text in Objects
Adding Text to Objects
Demo - C-1: Adding Text to an Object
Modifying Text in Objects
Demo - C-2: Formatting Text in an Object
Drawing Text Boxes
Demo - C-3: Creating Text Boxes
Demo - C-4: Formatting Text Boxes
Unit 04 Review

Unit 05 - Working with Graphics

18m

Topic A: WordArt

Adding a WordArt Object

Topic B: Pictures

Inserting Pictures

Demo - B-1: Inserting a Picture

Picture Tools | Format Tab

Demo - B-2: Adjusting Pictures

Demo - B-3: Arranging and Grouping Overlapping Items

Topic C: Clip Art

Adding Clip Art

Unit 05 Review

Unit 06 - Using Tables and Charts

21m

Topic A: Tables

Table Structure

Adding Tables

Demo - A-1: Adding a Table

Rows and Columns Group Buttons

Demo - A-2: Modifying a Table

Selection Techniques

Demo - A-3: Formatting a Table

Demo - A-4: Adding Images to a Table

Topic B: Charts

Inserting a Chart

Demo - B-1: Creating a Chart

Demo - B-2: Changing the Chart Type

Demo - B-3: Formatting a Chart

Topic C: Diagrams

Choose a SmartArt Graphic

Unit 06 Review

Unit 07 - Modifying Presentations

37m

Topic A: Templates and Themes

Using Templates

Applying Multiple Design Themes

Topic B: Slide Masters

A Slide Master

Change the Slide Format

Demo - B-1: Examining the Elements of a Slide Master

Demo - B-2: Displaying Header and Footer Elements

Demo - B-3: Adding a Logo to a Slide Master

Demo - B-4: Changing the Default Font

Modify the Default Bullets

Demo - B-5: Modifying the Default Bullets

Add a New Slide Master

Delete a Slide Master

Topic C: Transitions and Timings

Set a Transition Effect for a Slide

Apply Transition Effects

Apply Transitions to Selected Slides

Demo - C-2: Setting a Transition for the Entire Presentation

Set Timing for a Slide Show

Demo - C-3: Adding Timings to a Slide Show

Rehearse Timings

Demo - C-4: Rehearsing Timings

Topic D: Speaker Notes

Adding Speaker Notes

Demo - D-1: Adding Speaker Notes

Add Headers and Footers to Notes

Header and Footer Dialog Box

Topic E: Slide Shows

Slide Shows for Speakers

Set Up Show Dialog Box

Set Up a Slide Show for a Kiosk

Unit 07 Review

Unit 08 - Proofing and Delivering Presentations

21m

Topic A: Proofing Presentations

The Spelling Dialog Box

The Thesaurus

Topic B: Running Presentations

Running a Presentation

Demo - B-1: Previewing and Running a Presentation

Hiding and Unhiding a Slide

Demo - B-2: Hiding and Unhiding a Slide

Topic C: Printing Presentations

Preview in Black and White

Changing the Page Setup

Demo - C-2: Modifying the Page Setup

Print Options

Printing Individual Slides

Print Output Options

Unit 08 Review
Course Closure

Total Duration: 3h 30m