

Course:**PowerPoint 2010: Basic, First Look Edition**

Course Number: 1-4260-1992-0**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series 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.

Outline

- Unit 1: Getting started
 - Topic A: The PowerPoint window
 - Topic B: Getting help

- Unit 2: New presentations
 - Topic A: Creating presentations
 - Topic B: Saving presentations
 - Topic C: Rearranging and deleting slides
 - Topic D: Using slides from other presentations

- Unit 3: Formatting slides
 - Topic A: Formatting text
 - Topic B: Modifying text
 - Topic C: Formatting paragraphs

- Unit 4: Using drawing objects
 - Topic A: Adding shapes
 - Topic B: Modifying objects
 - Topic C: Using text in objects

- Unit 5: Working with graphics
 - Topic A: WordArt
 - Topic B: Pictures
 - Topic C: Clip art

- Unit 6: Using tables and charts
 - Topic A: Tables
 - Topic B: Charts
 - Topic C: Diagrams

- Unit 7: Modifying presentations
 - Topic A: Templates and themes
 - Topic B: Slide masters
 - Topic C: Transitions and timings
 - Topic D: Speaker notes
 - Topic E: Slide shows

- Unit 8: Proofing and delivering presentations
 - Topic A: Proofing presentations
 - Topic B: Running presentations
 - Topic C: Printing presentations

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.