

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.

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

Course Number: 1-4260-1994-7**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in PowerPoint 2010: Basic. Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.

Outline

- Unit 1: Customizing PowerPoint
 - Topic A: Application settings
 - Topic B: The Ribbon
 - Topic C: Custom themes
- Unit 2: Using graphics and multimedia
 - Topic A: Clip art
 - Topic B: Media clips
 - Topic C: Animations
 - Topic D: Photo albums
- Unit 3: Customizing SmartArt graphics and tables
 - Topic A: Customizing SmartArt graphics
 - Topic B: Customizing tables
- Unit 4: Action buttons, custom slide shows, and equations
 - Topic A: Interactive elements
 - Topic B: Custom slide shows
 - Topic C: Equations
- Unit 5: Distributing presentations
 - Topic A: Using comments
 - Topic B: Finishing a presentation
 - Topic C: Distributing presentations
 - Topic D: Broadcasting a slide show online
- Unit 6: Integrating Microsoft Office files
 - Topic A: Building slides from Word outlines
 - Topic B: Embedding and linking content
 - Topic C: Working with hyperlinks

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.