

Microsoft PowerPoint 2010 Level 1

Overview

You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalise a presentation to deliver it.

Target Student

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft Office PowerPoint 2010.

Prerequisites

- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

Delegates will learn how to

- Identify the components of the PowerPoint 2010 interface
- Create a presentation
- Format text on slides
- Add graphical objects to a presentation
- Modify graphical objects in a presentation
- Work with tables in a presentation
- Add charts to a presentation
- Prepare to deliver a presentation

Course Outline

Lesson 1: Getting Started with PowerPoint

- Topic 1A: Identify the Elements of the User Interface
- Topic 1B: View Presentations
- Topic 1C: Save a Presentation
- Topic 1D: Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation

- Topic 2A: Select a Presentation Type
- Topic 2B: Enter Text
- Topic 2C: Edit Text
- Topic 2D: Format Text Placeholders
- Topic 2E: Add Slides to a Presentation
- Topic 2F: Arrange Slides
- Topic 2G: Work with Themes

Lesson 3: Formatting Text on Slides

- Topic 3A: Apply Character Formats
- Topic 3B: Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation

- Topic 4A: Insert Images into a Presentation
- Topic 4B: Add Shapes
- Topic 4C: Add Visual Styles to the Text in a Presentation

Lesson 5: Modifying Graphical Objects in Presentations

- Topic 5A: Edit Graphical Objects
- Topic 5B: Format Graphical Objects
- Topic 5C: Group Graphical Objects on a Slide
- Topic 5D: Arrange Graphical Objects on a Slide
- Topic 5E: Apply Animation Effects

Lesson 6: Working with Tables

- Topic 6A: Insert a Table
- Topic 6B: Format Tables
- Topic 6C: Import Tables from Other Microsoft Office Applications

Lesson 7: Working with Charts

- Topic 7A: Insert Charts
- Topic 7B: Modify a Chart
- Topic 7C: Import Charts from Other Microsoft Office Applications

Lesson 8: Preparing to Deliver a Presentation

- Topic 8A: Review the Content in a Presentation
- Topic 8B: Divide a Presentation into Sections
- Topic 8C: Add Transitions
- Topic 8D: Add Speaker Notes
- Topic 8E: Print a Presentation
- Topic 8F: Deliver a Presentation