

## Microsoft® Office PowerPoint® 2010: Level 1

### Training Course Content

**Course Objective:** Students will be learn Identify the basic features and functions of PowerPoint 2010, develop a presentation and perform advanced text editing, as well as add graphical elements, tables and charts to a presentation. You will also learn how to modify objects and prepare to deliver a presentation.

**Prerequisites:** Students should be familiar with using personal computers, and have used a mouse and keyboard. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

#### 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 a Presentation

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