

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

Microsoft® Office PowerPoint® 2010: Level 2

Training Course Content

Course Objective: You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity. This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Prerequisites: To ensure your success, we recommend that you first take our PowerPoint Level 1 course or have equivalent knowledge and skills.

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: Customizing the PowerPoint Environment

Topic 1A: Customize the PowerPoint Interface
Topic 1B: Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template

Topic 2A: Set Up a Slide Master
Topic 2B: Create Custom Slide Layouts
Topic 2C: Add Headers and Footers
Topic 2D: Modify the Notes Master
Topic 2E: Modify the Handout Master

Lesson 3: Adding SmartArt Graphics to a Presentation

Topic 3A: Insert SmartArt Graphics
Topic 3B: Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

Topic 4A: Add Multimedia Elements
Topic 4B: Customize Slide Component Animations

Lesson 5: Customizing a Slide Show

Topic 5A: Set Up a Custom Slide Show
Topic 5B: Annotate a Presentation
Topic 5C: Create a Presenter-Independent Slide Show
Topic 5D: Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation

Topic 6A: Review a Presentation
Topic 6B: Publish Slides to a Slide Library
Topic 6C: Restrict Access to a Shared Presentation
Topic 6D: Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation

Topic 7A: Broadcast a Presentation
Topic 7B: Convert a Presentation into a Video
Topic 7C: Package a Presentation
Topic 7D: Publish a Presentation to Other File Formats
Topic 7E: Secure a Presentation

Microsoft® Office PowerPoint® 2010: Level 3

Training Course Content

Prerequisites: To ensure success, students should have experience using PowerPoint 2013, to create, edit, and deliver multimedia presentations. We recommend that you first take our PowerPoint Level 1 and Level 2 courses or have equivalent knowledge and skills.

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: Creating Advanced Animations.

Topic 1A: Text Boxes and Bullets
Topic 1B: Tables
Topic 1C: Charts
Topic 1D: Text Effects
Topic 1E: Trigger Effect
Topic 1F: Advanced Audio/Video Functions
Topic 1G: Adding Bookmarks

Lesson 2: Creating Custom Templates

Topic 2A: Themes
Topic 2B: Master Slides
Topic 2C: Custom Layouts
Topic 2D: Custom Footers
Topic 2E: Copying Formats, Format Painter, and Reusing Slides
Topic 2F: Custom Templates and the Library

Lesson 3: Making Your Presentation Interactive

Topic 3A: Action Buttons
Topic 3B: Hyperlink across PowerPoint and Other Programs
Topic 3C: Create Text, Pictures and Shape Hyperlinks
Topic 3D: Create Table of Contents with Hyperlinks
Topic 3E: Linking Across Applications
Topic 3F: Editing Linked Presentation and Links

Lesson 4: Reviewing a Presentation

Topic 4A: Compare and Merge Documents (2013/2010 Only)
Topic 4B: Review, Create and Modify Contents
Topic 4C: Protection on Different Levels

Lesson 5: Working with Proprietary Formats

Topic 5A: Linking and Embedding YouTube Video
Topic 5B: Inserting a Web Page
Topic 5C: Inserting a Word Document into PowerPoint
Topic 5D: Inserting a Screenshot

Lesson 6: Sharing Best Practices

Topic 6A: Presentation Tips
Topic 6B: Professional PowerPoint Tips