



PowerPoint 2010 Introduction

Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Introduction to PowerPoint

- Starting PowerPoint and opening a presentation
- Orientation to the PowerPoint screen
- Orientation to views
- Task Panes and Smart Tags

Beginning a Presentation

- Creating title and bullet slides
- Creating a slide in outline and note views
- Inserting new slides
- Editing slides
- Working with different slide layouts, design templates and backgrounds
- Using spelling and style checker

Using the Slide Master

- Introduction to master slide templates
- Changing text objects on the slide master
- Working with objects on the slide master

Drawing Tools

- Working with the drawing toolbar – auto shapes, lines, grouping
- Working with text boxes
- Using WordArt

Working with ClipArt

- Inserting clipart
- Using the picture toolbar
- Grouping and ungrouping clipart

Copying and Pasting Pictures and Charts

- Copy and paste objects into PowerPoint
- Importing charts from Excel

Setting up Presentations

- Slide Sorter view
- Moving, copying, and deleting slides
- Setting up transitions
- Using timings to run presentations

Adding Custom Animation and Presenting Show

- Adding animation text
- Animating objects and ClipArt
- Setting animation order and reviewing animation
- Running times presentations using transition and animation
- How to run presentations effectively
- Printing presentations