

### PowerPoint 2010: Basic

**Code:** CT11-260

**Duration:** 1 day(s)

#### Outline

##### Getting started

The PowerPoint window  
Getting help

WordArt  
Pictures  
Clip art

##### New presentations

Creating new presentations  
Saving presentations  
Rearranging and deleting slides  
Using slides from other presentations

##### Using tables and charts

Tables  
Charts  
Diagrams

##### Formatting slides

Text formatting  
Modifying text  
Paragraph formatting

##### Modifying presentations

Templates and themes  
Slide masters  
Transitions and timings  
Speaker notes  
Slide shows

##### Using drawing objects

Adding Shapes  
Modifying objects  
Using text in objects

##### Proofing and delivering presentations

Proofing presentations  
Running presentations  
Printing presentations

##### Working with Graphics

#### After completing this course, students will know how to:

- Identify components of the PowerPoint environment; open and run a presentation; use Help; and close a presentation and PowerPoint.
- Create a presentation and add slides to it; save a presentation; rearrange and delete slides; and insert slides from another presentation.
- Format text and bulleted lists; use the Find, Replace, Cut, Copy, and Paste commands; and align text.
- Draw objects by using tools in the Drawing group; format, modify, move, rotate, align, and delete drawn objects; and add text to drawn objects.
- Use WordArt to create visually appealing text objects; add and modify pictures; and add and modify clip art images.
- Add a table to a presentation, enter text in the table, and format the table; create and format a chart; and insert a SmartArt hierarchy chart and modify it.
- Create a presentation from a template; use slide masters to make global design changes; specify slide transitions and timings; add speaker notes and footers to slides; and set up a slide show for a speaker and for a kiosk.
- Presentation; and print a presentation, a range of slides, an individual slide, handouts, and notes pages.

#### Prerequisites

Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic or equivalent experience