

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