

Microsoft® Office PowerPoint® 2010

Course Specifications

Course number: 084592

Course length: 1.0 day(s)

Certification: MOS: Microsoft Office PowerPoint 2010

Course Description

Course Objective: You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Microsoft® Office Windows® XP Introduction
- Microsoft® Office Windows® XP Professional Level 1
- Microsoft® Office Windows® XP Professional Level 2
- Microsoft® Office Windows® 2000 Introduction

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify the components of the powerpoint 2010 interface.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify graphical objects in a presentation.
- Work with tables in a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

Course Content

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

Appendix A: Microsoft Office PowerPoint 2010 Exam 77–883