



Microsoft® Office PowerPoint® 2010: Transition from PowerPoint® 2003

Course length: 0.5 day(s)

Course Description

Course Objective: You will identify the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. You will identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations. You will finalize a presentation and secure it with a digital signature to authenticate its validity, and finally save a presentation to the web so that you can access it online.

Target Student: This course is designed for experienced PowerPoint users who have worked with the earlier versions of Microsoft® Office PowerPoint®, ideally Microsoft® Office PowerPoint® 2003, and who have or are planning to upgrade to Microsoft® Office PowerPoint® 2010.

Prerequisites: Students having prior knowledge of PowerPoint 2003 and/or PowerPoint XP on the Windows operating system.

Course Objectives

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

- Identify the elements of the PowerPoint environment.
- Build the framework of a presentation.
- Add visual elements to a presentation.
- Prepare to deliver a presentation.
- Work with shared presentations.

Course Content

Lesson 1: Identifying the Elements of the PowerPoint Environment

Topic 1A: Identify the Components of the User Interface

Topic 1B: Use the Task-Oriented Tabs on the Ribbon

Topic 1C: Customize the PowerPoint Interface

Lesson 2: Building the Framework of a Presentation

Topic 2A: Create a Presentation

Topic 2B: Save a Presentation

Topic 2C: Create Custom Slide Layouts

Topic 2D: Create and Apply Themes

Lesson 3: Adding Visual Elements to a Presentation

Topic 3A: Apply Rich Text and Typography Effects

Topic 3B: Apply Animation Effects

Topic 3C: Work with Pictures and SmartArt Graphics

Topic 3D: Add Styles and Effects to a Table

Topic 3E: Work with Chart Tools

Topic 3F: Add and Manage Videos

Lesson 4: Preparing to Deliver a Presentation

Topic 4A: Divide a Presentation into Sections

Topic 4B: Add Transitions

Topic 4C: Print a Presentation

Topic 4D: Secure a Presentation

Lesson 5: Working with Shared Presentations

Topic 5A: Share PowerPoint Presentations

Topic 5B: Work with Presentations by Using a Web Browser

Appendix A: New Features in PowerPoint 2010

Appendix B: PowerPoint Mobile 2010