



Microsoft Office PowerPoint 2010: Transition

Overview: Students will learn the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit their requirements. They will identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations and will finalize a presentation and secure it with a digital signature to authenticate its validity. Finally, they will save a presentation to the web so they can access it online.

Prerequisites: This course is designed for experienced PowerPoint users who have worked with earlier versions of Microsoft Office PowerPoint, ideally Microsoft Office PowerPoint 2003.

Course Length: One-Half Day

Course Content

Lesson 1: Identifying the Elements of the PowerPoint Environment

Identify the Components of the User Interface
Use the Task-Oriented Tabs on the Ribbon
Customize the PowerPoint Interface

Lesson 2: Building the Framework of a Presentation

Create a Presentation
Save a Presentation
Create Custom Slide Layouts
Create and Apply Themes

Lesson 3: Adding Visual Elements to a Presentation

Apply Rich Text and Typography Effects
Apply Animation Effects
Work with Pictures and SmartArt Graphics
Add Styles and Effects to a Table
Work with Chart Tools
Add and Manage Videos

Lesson 4: Preparing to Deliver a Presentation

Divide a Presentation into Sections
Add Transitions
Print a Presentation
Secure a Presentation

Lesson 5: Working with Shared Presentations

Share PowerPoint Presentations
Work with Presentations by Using a Web Browser

Appendix A: New Features in PowerPoint 2010

Appendix B: PowerPoint Mobile 2010