



## **Microsoft Office PowerPoint 2010: Introduction**

**Overview:** Students will explore the PowerPoint environment and create a presentation. They will format text on slides to enhance clarity, learn to enhance visual appeal and add graphical objects to a presentation. They will also add tables and charts to a presentation to present data in a structured form.

**Prerequisites:** Students should be comfortable in the Windows environment.

**Course Length:** One Day

### **Lesson 1: Getting Started with PowerPoint**

- Identify the Elements of the User Interface
- View a Presentation
- Save a Presentation
- Use Microsoft PowerPoint Help

### **Lesson 2: Creating a Basic Presentation**

- Initiate a Presentation
- Enter and Arrange Text
- Format Text Placeholders
- Add and Arrange Slides to a Presentation
- Work with Themes

### **Lesson 3: Formatting Text on Slides**

- Apply Character Formats
- Format Paragraphs

### **Lesson 4: Adding Graphical Objects to a Presentation**

- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to Text in a Presentation

### **Lesson 5: Modifying Graphical Objects in Presentations**

- Edit Graphical Objects on a Slide
- Format Graphical Objects on a Slide
- Group Graphical Objects on a Slide
- Apply an Animation Effect to a Graphical Object

### **Lesson 6: Working with Tables**

- Insert a Table in a Slide
- Format Tables
- Import Tables from Other Office Applications

### **Lesson 7: Working with Charts**

- Insert Charts in a Slide
- Modify a Chart
- Import Charts from Other Office Applications

### **Lesson 8: Preparing to Deliver a Presentation**

- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes and Deliver a Presentation