

# PowerPoint 2010: Basic

1 day

## Description

This ILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations. Course manual comes with CertBlaster exam prep software (download).

## Prerequisites

- *Windows 7: Basic* or equivalent experience

## Course Outline

### ***Unit 1: Getting started***

Topic A: The PowerPoint window

Topic B: Getting help

### ***Unit 2: New presentations***

Topic A: Creating presentations

Topic B: Saving presentations

Topic C: Rearranging and deleting slides

Topic D: Using slides from other presentations

### ***Unit 3: Formatting slides***

Topic A: Formatting text

Topic B: Modifying text

Topic C: Formatting paragraphs

### ***Unit 4: Using drawing objects***

Topic A: Adding shapes

Topic B: Modifying objects

Topic C: Using text in objects

### ***Unit 5: Working with graphics***

Topic A: WordArt

Topic B: Pictures

Topic C: Clip art

### ***Unit 6: Using tables and charts***

Topic A: Tables

Topic B: Charts

Topic C: Diagrams

### ***Unit 7: Modifying presentations***

Topic A: Templates and themes

Topic B: Slide masters

Topic C: Transitions and timings

Topic D: Speaker notes

Topic E: Slide shows

### ***Unit 8: Proofing and delivering presentations***

Topic A: Proofing presentations

Topic B: Running presentations

Topic C: Printing presentations