



## Course Outline

### PowerPoint 2010 Fundamentals (First Look)

#### Course Specifications

Course number: PPT1001

Course length: 1.0 day(s)

#### 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 by 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

#### Course Objectives

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

- explore the PowerPoint 2010 interface and familiarize yourself with the interface.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify graphical objects on slides.
- work with tables in a presentation.
- import charts to a presentation.
- prepare to deliver a presentation.

#### Course Content

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



## Course Outline

Topic 1A: Identify the Elements of the User Interface  
Topic 1B: View a Presentation  
Topic 1C: Save a Presentation  
Topic 1D: Use Microsoft PowerPoint Help

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

Topic 2A: Initiate a Presentation  
Topic 2B: Enter Text  
Topic 2C: Arrange 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 Text in a Presentation

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

Topic 5A: Edit Graphical Objects on a Slide  
Topic 5B: Format Graphical Objects on a Slide  
Topic 5C: Group Graphical Objects on a Slide  
Topic 5D: Arrange Graphical Objects on a Slide  
Topic 5E: Apply an Animation Effect to a Graphical Object

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

Topic 6A: Insert a Table in a Slide  
Topic 6B: Format Tables  
Topic 6C: Import Tables from Other Office Applications

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

Topic 7A: Insert Charts in a Slide  
Topic 7B: Modify a Chart  
Topic 7C: Import Charts from Other Office Applications



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### ***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