

# MOS PowerPoint 2010

## Course Aims

This course introduces the participant to the basic to advanced features of Microsoft PowerPoint 2010. The will learn how to create professional looking multi – media presentations. The course includes topics on how to design, customize and broadcast a Microsoft PowerPoint presentation. The course also includes topics on creating and editing charts, tables as well as how to work with graphics, smart art and animation effects.

This course helps prepare the trainee for the Microsoft Office Specialist PowerPoint 2010 certification exam.

## Pre-requisites

A basic working knowledge of Windows.

Level	Duration	Time
Basic to Advanced	3 Days / 24Hours	9:00 am to 6:00 pm

### Module 1. Exploring PowerPoint 2010

- Working with PowerPoint
- Starting PowerPoint
- The PowerPoint 2010 Interface
- The Backstage View
- Working with Tabs
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Adding New Tabs
- Customizing the Ribbon
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview
- Exiting PowerPoint
- Practice - Exploring PowerPoint 2010

### Module 2. Creating Presentations

- Entering Text
- Adding a New Slide
- Changing the Layout
- Saving the Presentation
- Closing a Presentation
- Creating a New Presentation
- Opening a Presentation
- Saving a Presentation using a different name
- Practice – Creating Presentations

### Module 3. Using the Slides/Outline Pane

- Selecting a Slide from the Slides Tab
- Moving a Slide from the Slides Tab
- Adding Sections
- Renaming a Section
- Collapsing a Section
- Expanding a Section
- Removing Sections
- Working with the Outline Tab
- Collapsing and Expanding Slides
- Demoting and Promoting Text Lines
- Moving Text Lines
- Adding Slides in the Outline Tab
- Deleting Slides from the Outline Tab
- Rearranging Slides in the Outline Tab
- Practice - Using the Slides/Outline Pane

### Module 4. Editing Presentations

- Customizing the Layout

- Applying a Theme
- Changing Theme Colors
- Changing the Theme Font
- Applying a Background Style
- Changing Slide Orientation
- Zoom In/Out
- Speaker Notes
- Practice – Editing Presentations

### Module 5. Editing Text

- Selecting Text
- Deleting items on a Slide
- Copying and Moving Slide Objects
- Paste Options
- Using the Clipboard
- Undo and Redo
- Finding Text
- Replacing Text
- Checking Spelling as You Type
- Using the Spelling Checker
- Practice - Editing Text

### Module 6. Formatting Text and Placeholders

- Changing Fonts
- Changing Font Size
- Font Styles and Effects
- Changing the Font Color
- Using Font Dialog Box
- Adding and Removing Bullets
- Adding and Removing Numbers
- Modifying Bullets and Numbers
- Format Painter
- Text Alignment
- Setting Tab Stops
- Paragraph Spacing
- AutoFit Options
- Applying a Quick Style to the placeholder
- Customizing a Shape Style
- Applying Shape Effects to a Placeholder
- Practice – Formatting Text and Placeholders

### Module 7. Using Slide Sorter View

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View
- Deleting Slides in Slide Sorter View
- Practice - Using Slide Sorter View

### Module 8. Editing Multiple Presentations

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- Viewing Multiple Presentations
- Copying Text between Presentations
- Copying Slides between Presentations
- Copying Slides with Drag and Drop
- Practice - Editing Multiple Presentations

## Module 9. Drawing Objects

- Drawing an Enclosed Object
- Changing the Fill Color of an Object
- Applying a Fill Effect
- Applying Effects
- Drawing a Line
- Formatting Lines
- Creating a Text Box
- Rotating an Object
- Flipping an Object
- Arranging Objects
- Aligning Objects
- Grouping Objects
- Practice - Working with Drawing Objects

## Module 10. Graphics

- Working with Graphics
- Inserting Clip Art
- Using the Clip Art Task Pane to Insert Pictures
- Using Slide Layouts to Insert Pictures
- Inserting a Screenshot
- Inserting a Screen Clipping
- Inserting a stored Picture
- Cropping a Picture
- Moving a Picture
- Resizing a Picture
- Applying a Picture Style
- Adjusting Color
- Using Picture Corrections
- Picture Border
- Applying Artistic Effects
- Removing the Background
- Practice - Graphics

## Module 11. Using Tables

- Creating a PowerPoint Table
- Inserting a PowerPoint Table
- Drawing a PowerPoint Table
- Inserting a Word Table
- Inserting an Excel Spreadsheet
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns
- Applying a Table Style
- Editing the Table Color
- Adding Table Effects
- Formatting Table Text using QuickStyles
- Adding Table Borders
- Practice - Using Tables

## Module 12. Using SmartArt

- Inserting a SmartArt Object
- Formatting a SmartArtObject Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects

- Practice - Using SmartArt

## Module 13. Inserting a Photo Album

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout
- Practice - Inserting a Photo Album

## Module 14. Adding Special Effects

- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds
- Inserting Video
- Trimming a video
- Inserting Video from a Website
- Changing Multimedia Settings
- Inserting Animated GIF's
- Creating a Hyperlink
- Using a Hyperlink
- Using an Action
- Jumping to Another Presentation
- Practice - Adding Special Effects

## Module 15. Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings
- Running a Slide Show
- Practice - Setting Up the Slide Show

## Module 16. Presenting to a Wider Audience

- Creating a Custom Show
- Setting Up a Custom Show as the Default
- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Formatting a Presentation for the Web
- Broadcasting a Presentation
- Inspecting the Document
- Encrypting the Presentation
- Annotating a Presentation
- Compressing Pictures
- Sending in PDF Format
- Practice - Presenting to a Wider Audience

## Module 17. Editing Presentation Masters

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Practice - Editing Presentation Masters

## Module 18. Creating Basic Charts

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style and Layout

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- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background
- Practice - Creating Basic Charts

## **Module 19.** Creating Custom Charts

- Displaying Chart Axes
- Displaying Chart Gridlines
- Formatting Chart Gridlines
- Formatting Chart Axes
- Formatting the Scale of an Axis
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart
- Adding Text to a Chart
- Inserting a Data Table
- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart
- Practice - Creating Custom Charts

## **Module 20.** Importing/Exporting Outlines and Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic
- Importing and Outline for Microsoft Word
- Practice - Exporting Outlines and Slides

## **Module 21.** Printing

- Printing Presentations
- Selecting Page Setup Options
- Previewing a Presentation
- Printing Slides
- Printing Speaker Notes
- Printing Outlines
- Printing Handouts
- Creating Headers and Footers
- Practice - Printing a Presentation