Microsoft Office 2010: PowerPoint

Meet the expert: Stuart Rosen is an instructional designer, writer, and trainer with more than 20 years of experience creating technical, procedural, sales, human relations, and academic training. He has provided training for a wide variety of software applications, including Microsoft Word, Excel, PowerPoint, Access, and Outlook, as well as applications for digital imaging and web design. Stuart has also provided training for numerous custom corporate applications.

Prerequisites: This course assumes that students have some knowledge of working on a computer and are familiar with the Windows Vista or later operating Systems. The students should have an installed version of Microsoft Office 2010 on their computer in order to practice the techniques and steps shown in this course.

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Course description: With Microsoft Office PowerPoint 2010, you can create professional-looking slide show presentations. Using the Ribbon, which replaces the menus and toolbars used in earlier versions. We will show you how to use the Ribbon as you learn to create presentations, using templates, themes and layouts. You can make your presentations more dynamic and effective by adding images and effects. In this course we will show you how to insert clip art, photos, graphic objects, and charts, how to format with slide masters, and how to add transitions and animations. You will also see how to customize PowerPoint to suit the way you work.

Course outline:

Working With PowerPoint
- Introduction
- Tour of PowerPoint
- Ribbon
- Home Tab
- Insert Tab
- Design Tab
- Transitions Tab
- Animations Tab
- Slide Show Tab
- Review Tab
- View Tab
- Help
- Opening a Presentation
- Navigation
- Status Bar
- A Slideshow
- Summary

Creating Presentations
- Introduction
- Creating a Presentation
- Templates and Themes
- Views
- Entering Text
- Spelling Check
- From a Blank Template
- Themes
- Drawing Tools Tab
- Adding a New Slide
- Outline Tab
- Summary

Revising Presentations
- Introduction
- Changing Layouts
- Copying a Slide Layout
- Delete Slides
- Undo and Redo
- Run a Slideshow
- View Buttons
- Zoom Features
- Saving
- Summary

Working with Documents
- Introduction
- Opening Saved Files
- Opening Multiple Documents
- TaskBar and Multiple Documents
- Viewing Multiple Windows
- Summary

Working with Text
- Introduction
- Selecting Text
- Selecting a Text Box
- Spacing
- Alignment
- Numbered List
- Creating a Textbox
- Cut, Copy and Paste
- Format Text
- Formatting Bullets
- Changing the Textbox
- Changing Font Size
- Slideshow
- Summary

Manipulating Slides
- Introduction
- Recent Presentations
- Moving Slides
- Hiding the Ribbon
- Normal View
- Outline View
- Inserting a Slide
- Duplicate a Slide
- Section Divider
- Slide Master
- Summary

Customizing PowerPoint
- Introduction
- PowerPoint Options
- Save Options
- Advanced Options
- Proofing Options
- AutoCorrect Options
- Customize Quick Access Toolbar
- Customize the Ribbon
- Finding a Feature
- Summary

Clip Art and Photos
- Introduction
- Clip Art
- Searching Office.com
- Inserting Clip Art
- Resizing Images
- Clip Organizer
- Photo Albums
- Generated Photo Album
- Editing Captions
- Editing Pictures
- Cropping Pictures
- Summary

Creating Illustrations
- Introduction
- Drawing in PowerPoint
- Selecting Multiple Objects
- Rotating Objects
- Stacking Objects
- Selection Pane
- Aligning Objects
- Grouping Objects
- Drawing Objects
- Drawing Straight Lines
- Resizing Objects
- Formatting Objects
- Object Effects
- Drawing Freeform Objects
- Summary

Inserting Graphics
- Introduction

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- Inserting Charts
- Working In Excel
- Inserting Existing Charts
- Smart Art
- Working with Layouts
- Editing Text
- Word Art
- Summary

Printing Slides and Notes
- Introduction
- Templates
- Creating Templates
- Resizing Text Boxes
- Grouping Objects
- Adding Stars
- Speaker Notes
- Notes Page
- Print Preview
- Summary

Presenting Slide Shows
- Introduction
- Slide Show Tab
- Set Up Slide Show
- Presenting the Slide Show
- Using the Highlighter
- Adding Transitions
- Reviewing the Transitions
- Animating Objects
- Animation Order
- Animation Paths
- Animating Text
- Animation Painter
- Review Presentation
- Summary