

Course Length ----- 1 Day
Course Format ----- Instructor -Led
Course Hours ----- 9:00 a.m. – 5:00 p.m.



Microsoft® Office PowerPoint® 2010 Transition from PowerPoint 2003

Course Description

Course Objective: You will identify the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. You will identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations. You will finalize a presentation and secure it with a digital signature to authenticate its validity, and finally save a presentation to the web so that you can access it online.

Target Student: This course is designed for experienced PowerPoint users who have worked with the earlier versions of Microsoft® Office PowerPoint®, ideally Microsoft® Office PowerPoint® 2003, and who have or are planning to upgrade to Microsoft® Office PowerPoint® 2010.

Prerequisites: Students having prior knowledge of PowerPoint 2003 and/or PowerPoint XP on the Windows operating system.

Course Objectives

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

- ◆ Identify the elements of the PowerPoint environment.
- ◆ Build the framework of a presentation.
- ◆ Add visual elements to a presentation.
- ◆ Prepare to deliver a presentation.
- ◆ Work with shared presentations.

Course Content

Lesson 1: Identifying the Elements of the PowerPoint Environment

- Identify the Components of the User Interface
- Use the Task-Oriented Tabs on the Ribbon
- Customize the PowerPoint Interface

Lesson 2: Building the Framework of a Presentation

- Create a Presentation
- Save a Presentation
- Create Custom Slide Layouts
- Create and Apply Themes

Lesson 3: Adding Visual Elements to a Presentation

- Apply Rich Text and Typography Effects
- Apply Animation Effects
- Work with Pictures and SmartArt Graphics
- Add Styles and Effects to a Table
- Work with Chart Tools
- Add and Manage Videos

Lesson 4: Preparing to Deliver a Presentation

- Divide a Presentation into Sections
- Add Transitions
- Print a Presentation
- Secure a Presentation

Lesson 5: Working with Shared Presentations

- Share PowerPoint Presentations
- Work with Presentations by Using a Web Browser

Appendix A: New Features in PowerPoint 2010

Appendix B: PowerPoint Mobile 2010