

# Microsoft® Office PowerPoint® 2010: Level 1

Duration: 1 Day

Method: Instructor-Led

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*[Certification: Microsoft® Office Specialist (MOS): Microsoft®  
Office PowerPoint 2010 Exam 77-883]*

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## Course Description

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 Students

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.

## 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 Topics

### Lesson 1: Getting Started with PowerPoint

- 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

- 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

## 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