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MICROSOFT® OFFICE POWERPOINT® 2010 LEVEL 1 **2**

MICROSOFT® OFFICE POWERPOINT® 2010: LEVEL 2 **5**

Microsoft® Office PowerPoint® 2010 Level 1

Course Specifications

Course number: 084592

Course length: 1.0 day(s)

Certification: MOS: Microsoft Office PowerPoint 2010

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 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

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

Course Objectives

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

- identify the components of the PowerPoint 2010 interface.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify graphical objects in a presentation.
- work with tables in a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint

Topic 1A: Identify the Elements of the User Interface

Topic 1B: View Presentations

Topic 1C: Save a Presentation

Topic 1D: Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation

Topic 2A: Select a Presentation Type

Topic 2B: Enter Text

Topic 2C: Edit 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 the Text in a Presentation

Lesson 5: Modifying Graphical Objects in a Presentation

Topic 5A: Edit Graphical Objects

Topic 5B: Format Graphical Objects

Topic 5C: Group Graphical Objects on a Slide

Topic 5D: Arrange Graphical Objects on a Slide

Topic 5E: Apply Animation Effects

Lesson 6: Working with Tables

Topic 6A: Insert a Table

Topic 6B: Format Tables

Topic 6C: Import Tables from Other Microsoft Office Applications



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Lesson 7: Working with Charts

Topic 7A: Insert Charts

Topic 7B: Modify a Chart

Topic 7C: Import Charts from Other Microsoft 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

Appendix A: Microsoft Office PowerPoint 2010 Exam 77–883

Microsoft® Office PowerPoint® 2010: Level 2

Course Specifications

Course number: 084593

Course length: 1.0 day(s)

Course Description

Course Objective: You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Target Student: This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Prerequisites: To ensure your success, we recommend that you first take one of Element K's introductory courses, such as Microsoft® Office PowerPoint® 2010 : Level 1, or have equivalent knowledge and skills.

Course Objectives

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

- customize the PowerPoint environment.
- customize a design template.
- add SmartArt graphics to a presentation.
- add special effects to a presentation.
- customize a slide show.
- collaborate on a presentation.
- secure and distribute a presentation.

Course Content

Lesson 1: Customizing the PowerPoint Environment

Topic 1A: Customize the PowerPoint Interface

Topic 1B: Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template

Topic 2A: Set Up a Slide Master

Topic 2B: Create Custom Slide Layouts

Topic 2C: Add Headers and Footers

Topic 2D: Modify the Notes Master

Topic 2E: Modify the Handout Master

Lesson 3: Adding SmartArt Graphics to a Presentation

Topic 3A: Insert SmartArt Graphics

Topic 3B: Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

Topic 4A: Add Multimedia Elements

Topic 4B: Customize Slide Component Animations

Lesson 5: Customizing a Slide Show

Topic 5A: Set Up a Custom Slide Show

Topic 5B: Annotate a Presentation

Topic 5C: Create a Presenter-Independent Slide Show

Topic 5D: Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation

Topic 6A: Review a Presentation

Topic 6B: Publish Slides to a Slide Library

Topic 6C: Restrict Access to a Shared Presentation

Topic 6D: Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation

Topic 7A: Broadcast a Presentation

Topic 7B: Convert a Presentation into a Video

Topic 7C: Package a Presentation

Topic 7D: Publish a Presentation to Other File Formats

Topic 7E: Secure a Presentation



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Appendix A: PowerPoint Mobile 2010

Appendix B: Math Equation Support