



Microsoft PowerPoint 2010 Basic and Intermediate (9 Hours)

Getting Started

- Presentations
- File Tab
- Ribbon
- Quick Access Toolbar
- Mini Toolbar
- Navigation
- Slide View

- Adding Shapes
- Adding SmartArt

Tables

- Create a Table
- Enter Data in a Table
- Modify Table Structure and Format Table

Charts

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Excel

Creating a Presentation

- Saving a presentation
- Add Slides
- Themes

Working with Content

- Enter Text
- Select Text
- Copy and Paste
- Cut and Paste

Organization Charts

- Overview of creating an organization chart
- Creating an organization chart
- Create an organization chart with pictures
- Add or delete boxes in your organization chart
- Change a solid line to a dotted line
- Change the hanging layout of your organization chart
- Change the colors of your organization chart
- Change the background color
- Apply a SmartArt Style to your organization Chart

Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- WordArt
- Change Paragraph Alignment
- Indent Paragraphs
- Text Direction

Slide Effects

- Slide Transitions
- Slide Animation
- Animation Preview
- Slide Show Options
- Setup Slide Show

Adding Content

- Resize a Textbox
- Bulleted and Numbered Lists
- Nested Lists
- Formatting Lists

Printing

- Create Speaker Notes
- Print a Presentation
- Steps for Printing PowerPoint 2010 Hands-outs
- Print Layouts for PowerPoint 2010 Handouts
- Print PowerPoint 2010 Handouts for Notes Taking

Graphics

- Adding a Picture
- Adding ClipArt
- Editing Picture and ClipArt