



PowerPoint Level 1-Basic

This course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

Course Length

1 day, 8:30 AM to 4:30 PM

Prerequisites

Windows Basics

Outline

Unit 1: Getting started

Topic A: The PowerPoint window

Topic B: Getting help

Unit 2: New presentations

Topic A: Creating presentations

Topic B: Saving presentations

Topic C: Rearranging and deleting slides

Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Formatting text

Topic B: Modifying text

Topic C: Formatting paragraphs

Unit 4: Using drawing objects

Topic A: Adding shapes

Topic B: Modifying objects

Topic C: Using text in objects

Unit 5: Working with graphics

Topic A: WordArt

Topic B: Pictures

Topic C: Clip art



Unit 6: Using tables and charts

Topic A: Tables

Topic B: Charts

Topic C: Diagrams

Unit 7: Modifying presentations

Topic A: Templates and themes

Topic B: Slide masters

Topic C: Transitions and timings

Topic D: Speaker notes

Topic E: Slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations

Topic B: Running presentations

Topic C: Printing presentations