



Training Solutions, Inc.

Microsoft PowerPoint 2010 Basics Course Outline

Section 1 - Presentation Basics

- Starting PowerPoint
- Fluent User Interface
- PowerPoint terms
- PowerPoint Options
- Quick Access Toolbar
- Customize the Ribbon
- Creating a Presentation
- Saving a Presentation
- Saving and organizing files
- Opening and closing files
- Aero Peek Preview
- Jump List
- Dialog Boxes
- View Buttons
- Getting Help
- Exiting PowerPoint

- Sizing and moving objects
- Copying and pasting objects
- Office Clipboard
- Internet images
- Borders
- Cropping pictures
- Format options
- Inserting shapes

Section 2 - Editing Presentations

- Text Placeholders
- Editing text
- Manipulating text
- Slide Layout
- Bulleted text
- Text color
- Font alignment
- Format Painter
- Applying Themes

Section 3 - Using Graphic Objects

- Working with ClipArt objects
- Content Placeholders
- Digital pictures

Section 4 - Charts and Tables

- Inserting data charts
- Entering and editing data
- Changing chart elements and types
- Chart titles and data labels
- Formatting charts
- Smart Art graphics
- Creating and editing tables
- Sizing tables
- Table styles

Section 5 - Presentation Themes

- Selecting new themes
- Changing theme colors and fonts
- Custom backgrounds
- Graphic design basics

Section 6 - Adding Pizzazz

- Applying transitions and effects
- Navigating in slide shows
- Animation
- Slide timings
- Automatic slide show
- Printing slides and audience handouts