



Microsoft PowerPoint 2010 Intermediate Course Outline

Office 2010 Interface

- Fluent User Interface
- Quick Access Toolbar
- Customize the Ribbon
- File Management in Windows 7
- Aero Peek Preview
- Jump List on taskbar and menu

Section 1- Office Integration

- Word Documents for PowerPoint
- Importing a Word Outline
- From List to SmartArt
- Inserting Charts
- Copy and paste a chart in PowerPoint
- Inserting an Excel chart
- Link to Excel charts

Section 2 - Slide Themes and Objects

- Formatting the Presentation
- Adding Shapes
- Shape and Text Effects
- Customizing Themes
- Color Schemes
- Slide Backgrounds
- Background Objects
- Saving Custom Themes
- Adding SmartArt

Section 3 - Finishing Touches

- Animation tab commands
- Chart Animation
- Spelling and Grammar

Section 4- Working with Masters

- Viewing the Slide Master
- Working with Title Master
- Inserting a company logo
- Headers and footers
- Notes Master
- Handout Master

Section 5- Making the Presentation

- Slide Design
- Note Pages
- Audience Handouts
- Package for CD
- Hyperlinks
- Linking to a Website
- Linking to another slide show

Section 6 - Multimedia

- Play a CD command button
- CD Audio Tools tab
- Inserting audio
- Audio Tools tab
- Inserting video clips

Section 7 - Creating Templates

- New Title Master
- New Slide Masters
- Using a Custom Template
- Presentation Properties

Appendices

- Recording Sounds and Narration
- Compatibility Mode and converting files