Microsoft PowerPoint 2010 – Level 1

Course Introduction

The Microsoft PowerPoint 2010 – Level 1 course teaches students the fundamentals of this application and its usage within the Windows environment. Students learn to create, modify, and deliver electronic presentations. They learn to create slides containing text, tables, charts, diagrams, and graphics. Students practice customizing slides and finalizing presentations, and then learn to print and deliver slide shows.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide a basic understanding of Microsoft PowerPoint, a computerized presentation software, in order to create business presentations.

Of Interest to

Those interested in creating and working with presentations.

Course Breakdown

Module 1:

PowerPoint 2010 Overview; Starting and Exiting the Application; Examining PowerPoint's Interface; Creating and Saving PowerPoint Presentations; Entering Text; Viewing and Navigating Presentations; Getting Help While You Work

Module 2:

Editing and Manipulating Text; Formatting Text Boxes; Changing Font Attributes and Formatting; Developing Presentation Content; Managing and Arranging Slides

Module 3:

Creating and Modifying a Table; Modifying Rows and Columns; Formatting a Table; Working with Multiple Presentations

Module 4:

Inserting and Formatting WordArt; Inserting Pictures, Clip Art, and Shapes; Modifying and Formatting Objects; Aligning Objects; Formatting Pictures, Clip Art, and Shapes

Module 5:

Creating Supporting Materials; Creating Handouts for a Presentation; Proofing and Finalizing Slides; Using Transitions between Slides; Previewing a Presentation; Printing a Presentation

Module 6:

Presentation Delivery Options; Delivering an On-Screen Presentation; Using Presentation Tools; Delivering a Custom Slide Show; Rehearsing and Timing Delivery; Setting Slide Show Options

Lab Exercise

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