PowerPoint 2010

Course Outline

Using PowerPoint 2010
- Navigating between Slides
- Zoom Tool
- PowerPoint Views
- Saving a Presentation
- Closing a Presentation

Creating a Presentation
- Creating a New Presentation
- Inserting a New Slide
- Undo and Redo

Manipulating Slides
- Inserting Slides
- Modifying the Slide Layout
- Changing the Background Color

Themes
- Applying a Theme to a Presentation
- Modifying the Theme Colors
- Modifying the Theme Fonts

Text Boxes (Placeholders)
- Editing Text Boxes (Placeholders)
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

Manipulating Text
- Selecting Text
- Deleting Text

Font Formatting
- Font Type
- Font Size
- Font Size
- Bold, Italic or Underline
- Strikethrough
- Shadow Effects
- Character Spacing
- Changing Case
- Font Color
- Clearing All Text Formatting

Paragraph Formatting
- Text Alignment
- Modifying Bullet Point Formatting
- Changing the List Level
- Indenting Bulleted Text
- Presenter Notes
- Text Direction

Graphics
- Manipulating Illustration
- Pictures
- Clip Art
- Shapes
- Inserting Text Into a Shape
- Inserting a Text Box

Manipulating Graphics
- Shape Background Fill Color Style
- Shape Line Weight and Style
- Shape Line Color
- Shadow effects
- Rotating or Flipping
- Layering Illustrations to the Front or Back
- Aligning Graphics
- Grouping and Ungrouping Objects

Charts
- Inserting Charts
- Changing the Chart Type
- Changing the Background Color In the Chart
- Changing the Column, Bar, Line or Pie Slice Colors In the Chart
- Chart Title Manipulation
- Adding Data Labels to a Chart

Organization Charts
- Creating an Organization Chart
- Adding Labels to an Organization Chart
- Adding a Co-Worker
- Changing the Hierarchical Structure

Manipulating Slides
- Copying & Moving Slides
- Deleting Slides

Slide Masters
- Inserting a Picture into a Master Slide
- Creating a Footer
- Automatic Slide Numbering
- Inserting Dates Into the Footer

Slide Shows
- Running a Slide Show
- Transition & Animation Effects
- Slide Show Timings
- Slide Show Looping

Sharing & Printing
- Converting a Presentation to a Video
- Packing For a CD
- Printing Options
- Number of Slides Per Page to Be Printed