

PowerPoint 2010 Class Syllabus

Creating Presentations

- Explore the PowerPoint workspace
- Parts of the PowerPoint window
- Plan your presentation
- Create a presentation using a template
- Save your presentation

Working with a Presentation

- Create a presentation using an existing theme
- Enter text in the slide pane
- Add and delete slides
- Create an outline
- Insert slides from another presentation
- Rearranging slides in the slide sorter

Adding and Modifying Slide Text

- Adding text to slides
- Word art
- Adjusting the position of text objects
- Format text
- Copy formatting using format painter
- Add bullets
- Slide layouts

Proof-Preview-Print!

- Find and replace
- Spell Check for Accuracy
- Preview and print presentation

Inserting Slide Elements & Objects

- Add header and footer
- Select shapes and objects
- Using Power Points new picture editing tools
- Insert and modify images and pictures
- Scale an image
- Insert and format a table
- Insert a MS Excel chart

Producing a Slide Show

- Write on slides during slide show
- Slide transitions
- Add sound to slides
- Animate slides text and objects
- Hide a slide during a slide show

Creating a Personal Slide Show

- Using personal elements, create a slide show of your choosing.