Microsoft Office PowerPoint 2010: Transition from PowerPoint 2003

Course Summary

Description

In this course, students will identify the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. Students will identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations. Students will finalize a presentation and secure it with a digital signature to authenticate its validity, and finally save a presentation to the web so that you can access it online.

Objectives

At the end of this course, students will be able to:

- identify the elements of the PowerPoint environment.
- build the framework of a presentation.
- add visual elements to a presentation.
- prepare to deliver a presentation.
- work with shared presentations.

Topics

- Identifying the Elements of the PowerPoint Environment
- Building the Framework of a Presentation
- Adding Visual Elements to a Presentation
- Preparing to Deliver a Presentation
- Working with Shared Presentations

Audience

This course is designed for experienced PowerPoint users who have worked with the earlier versions of Microsoft Office PowerPoint, ideally Microsoft Office PowerPoint2003, and who have or are planning to upgrade to Microsoft Office PowerPoint 2010.

Prerequisites

Students should have prior knowledge of PowerPoint 2003 and/or PowerPoint XP on the Windows operating system.

Duration

One day

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Course Outline

I. Identifying the Elements of the PowerPoint Environment
- A. Identify the Components of the User Interface
- B. Use the Task-Oriented Tabs on the Ribbon
- C. Customize the PowerPoint Interface

II. Building the Framework of a Presentation
- A. Create a Presentation
- B. Save a Presentation
- C. Create Custom Slide Layouts
- D. Create and Apply Themes

III. Adding Visual Elements to a Presentation
- A. Apply Rich Text and Typography Effects
- B. Apply Animation Effects
- C. Work with Pictures and SmartArt Graphics
- D. Add Styles and Effects to a Table
- E. Work with Chart Tools
- F. Add and Manage Videos

IV. Preparing to Deliver a Presentation
- A. Divide a Presentation into Sections
- B. Add Transitions
- C. Print a Presentation
- D. Secure a Presentation

V. Working with Shared Presentations

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