



Computer Consulting And Software Training

Web: www.eswack.com ■ Email: swack@eswack.com
4097 E. 118th Ave. ■ Thornton, Co. 80233
Phone: (303) 255-4914 ■ Fax: (303) 255-4914

Microsoft Office PowerPoint 2010: First Transition ½ Day Course

Course Content

Lesson 1: Identifying the Elements of the PowerPoint Environment

- Topic 1A: Identify the Components of the User Interface
- Topic 1B: Use the Task-Oriented Tabs on the Ribbon
- Topic 1C: Customize the PowerPoint Interface

Lesson 2: Building the Framework of a Presentation

- Topic 2A: Create a Presentation
- Topic 2B: Save a Presentation
- Topic 2C: Create Custom Slide Layouts
- Topic 2D: Create and Apply Themes

Lesson 3: Adding Visual Elements to a Presentation

- Topic 3A: Apply Rich Text and Typography Effects
- Topic 3B: Apply Animation Effects
- Topic 3C: Work with Pictures and SmartArt Graphics
- Topic 3D: Add Styles and Effects to a Table
- Topic 3E: Work with Chart Tools
- Topic 3F: Add and Manage Videos

Lesson 4: Preparing to Deliver a Presentation

- Topic 4A: Divide a Presentation into Sections
- Topic 4B: Add Transitions
- Topic 4C: Print a Presentation
- Topic 4D: Secure a Presentation

Lesson 5: Working with Shared Presentations

- Topic 5A: Share PowerPoint Presentations
- Topic 5B: Work with Presentations by Using a Web Browser