

## Microsoft® Office PowerPoint® 2010: New Features

**Course Description:** This course is designed for experienced PowerPoint users who have worked with the earlier versions of Microsoft® Office PowerPoint®, ideally Microsoft® Office PowerPoint® 2003, and who have or are planning to upgrade to Microsoft® Office PowerPoint® 2010. During this course, students will identify the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit their 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 they can access it online.

**Course Objective:** Upon successful completion 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.

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

### 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

**Appendix A: New Features in PowerPoint 2010**

**Appendix B: PowerPoint Mobile 2010**