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COURSE DESCRIPTION FOR
MICROSOFT® OFFICE POWERPOINT® 2010:
TRANSITION FROM POWERPOINT 2003

Are you upgrading to PowerPoint 2010? You won't want to miss this essential introduction to the new basic features of 2010. Learn 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.

LENGTH

One four hour session.

PREREQUISITES

You need a basic understanding of Microsoft PowerPoint (preferably 2003) as well as of the internet. This class covers only the commonly used basic new features, not the more advanced new features of the program. Also, you should have basic knowledge of Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Identifying the Elements of the PowerPoint Environment
> Identify the Components of the User Interface
> Use the Task-Oriented Tabs on the Ribbon
> Customize the PowerPoint Interface

Lesson 2: Building the Framework of a Presentation
> Create a Presentation
> Save a Presentation
> Create Custom Slide Layouts
> Create and Apply Themes

Lesson 3: Adding Visual Elements to a Presentation
> Apply Rich Text and Typography Effects
> Apply Animation Effects
> Work with Pictures and SmartArt Graphics
> Add Styles and Effects to a Table

Work with Chart Tools
Add and Manage Videos

Lesson 4: Preparing to Deliver a Presentation
Divide a Presentation into Sections
Add Transitions
Print a Presentation
Secure a Presentation

Lesson 5: Working with Shared Presentations
Share PowerPoint Presentations
Work with Presentations by Using a Web Browser

Appendix A: New Features and PowerPoint Mobile 2010

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium®-class processor or faster.
- A minimum of 1 GB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
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- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft® Office Professional Plus 2010 (Beta)
- Microsoft® Office Silverlight™ 3.0

OTHER POWERPOINT CLASSES

- Level 1
- Level 2
- Editing Techniques
- Delivering Effective Presentations