The Office Wiz
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COURSE DESCRIPTION FOR
MICROSOFT® OFFICE POWERPOINT® 2010: LEVEL 1

PowerPoint produces slide shows, on-screen presentations, handouts, speaker notes, slides and transparencies. Not only does it unleash your creativity, it is a fun and easy program to use. This class will get you started with creating effective, informative and stunning presentations right away. The class is instructor-led with hands-on activities. Learn to:

- Explore the PowerPoint 2010 interface and familiarize yourself with the interface.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify graphical objects on slides.
- Work with tables in a presentation.
- Import charts to a presentation.
- Prepare to deliver a presentation.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Windows: Level 1. No prior experience with PowerPoint is required. However, you must have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Getting Started with PowerPoint
    Identify the Elements of the User Interface
    View a Presentation
    Save a Presentation
    Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation
    Initiate a Presentation
    Enter Text
    Arrange Text
    Format Text Placeholders
    Add Slides to a Presentation

      Arrange Slides
      Work with Themes

Lesson 3: Formatting Text on Slides
      Apply Character Formats
      Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation
      Insert Images into a Presentation
      Add Shapes
      Add Visual Styles to Text in a Presentation

Lesson 5: Modifying Graphical Objects in Presentations
      Edit Graphical Objects on a Slide
      Format Graphical Objects on a Slide
      Group Graphical Objects on a Slide
      Arrange Graphical Objects on a Slide
      Apply an Animation Effect to a Graphical Object

Lesson 6: Working with Tables
      Insert a Table in a Slide
      Format Tables
      Import Tables from Other Office Applications

Lesson 7: Working with Charts
      Insert Charts in a Slide
      Modify a Chart
      Import Charts from Other Office Applications

Lesson 8: Preparing to Deliver a Presentation
      Review the Content in a Presentation
      Divide a Presentation into Sections
      Add Transitions
      Add Speaker Notes
      Print a Presentation
      Deliver a Presentation

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- 1 GHz Pentium-class processor or faster
- Minimum 256 MB of RAM (512 MB of RAM recommended)
- 10 GB hard disk or larger (You should have at least 1 GB of free hard disk space available for the Office installation.)

- CD-ROM drive
- Keyboard and mouse or other pointing device
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® XP Professional with Service Pack 2

OTHER POWERPOINT CLASSES

- Level 2
- Editing Techniques
- Delivering Effective Presentations