

Module Title : Course 50539A : Learn Microsoft PowerPoint 2010 Step by Step, Level 2
Duration : 1 day

Course Description

This one-day instructor-led course provides students with experience at creating more elaborate presentations in Microsoft Office PowerPoint 2010.

Audience

This course is intended for information workers who want to learn intermediate-level PowerPoint 2010 skills.

Prerequisites

Before attending this course, students should have experience:

- Basic computer knowledge.
- Basic file-management skills.
- Basic knowledge of the PowerPoint user interface and presentation creation.

At Course Completion

After completing this course, you will be able to:

- Insert tables.
- Format tables.
- Insert and update Excel worksheets.
- Edit pictures.
- Customize diagrams.
- Format charts.
- Arrange graphics.
- Add WordArt text.
- Insert symbols and equations.
- Insert screen clippings.
- Create hyperlinks.
- Attach actions to text or objects.
- Use ready-made animations.

- Customize animation effects.
- Insert and play sounds.
- Insert and play videos.

Course Outline

Module 1: Add Tables

This module explains how to add tables to a PowerPoint presentation and format the tables, and how to insert Microsoft Office Excel worksheets and then update the worksheets.

Lessons

- Inserting Tables
- Formatting Tables
- Inserting and Updating Excel Worksheets

Lab : Inserting Tables

- Create a table and modify its structure

Lab : Formatting Tables

- Format a table

Lab : Inserting and Updating Excel Worksheets

- Insert a worksheet as an embedded object

After completing this module, students will be able to:

- Create and modify tables.
- Change the look of a table by applying ready-made styles.
- Add tables from existing Excel worksheets.

Module 2: Fine-Tune Visual Elements

This module explains how to create a photo album and manipulate the pictures in it, how to arrange pictures and drawing graphics on a slide, and how to customize diagrams and format charts.

Lessons

- Editing Pictures
- Customizing Diagrams
- Formatting Charts
- Arranging Graphics

Lab : Editing Pictures

- Insert and manipulate photographs in a photo album

Lab : Customizing Diagrams

- Customize an organization chart

Lab : Formatting Charts

- Format a chart, and save it as a template

Lab : Arranging Graphics

- Use various techniques to position graphics

After completing this module, students will be able to:

- Create a photo album.
- Insert and manipulate photographs.
- Manipulate shapes to create an organization chart.
- Change the relationship of graphics on a slide.

Module 3: Add Other Enhancements

This module explains how to insert and modify WordArt text, symbols, equations, and hyperlinks, and how to attach actions to text or objects.

Lessons

- Adding WordArt Text
- Inserting Symbols and Equations
- Inserting Screen Clippings
- Creating Hyperlinks
- Attaching Actions to Text or Objects

Lab : Adding WordArt Text

- Create and modify WordArt text

Lab : Inserting Symbols and Equations

- Insert a symbol, and build an equation

Lab : Inserting Screen Clippings

- Insert a screen clipping from a Web site

Lab : Creating Hyperlinks

- Insert hyperlinks to various targets

Lab : Attaching Actions to Text or Objects

- Attach actions and sounds to text and action buttons

After completing this module, students will be able to:

- Use WordArt text to create a fancy title.
- Insert symbols and build equations.
- Use the screen clipping tool to capture an image from a Web page.

- Add hyperlinks to allow viewers to jump to related information.
- Attach actions that perform tasks such as opening a program.

Module 4: Add Animation

This module explains how to animate text and graphics.

Lessons

- Using Ready-Made Animations
- Customizing Animation Effects

Lab : Using Ready-Made Animations

- Apply animations to text and graphics

Lab : Customizing Animation Effects

- Custom animations

After completing this module, students will be able to:

- Apply predefined animations to slides.
- Change animation settings to create custom animation schemes.

Module 5: Add Sound and Movies

This module explains how to work with audio and video files.

Lessons

- Inserting and Playing Sounds
- Inserting and Playing Videos

Lab : Inserting and Playing Sounds

- Insert, preview, and adjust sounds

Lab : Inserting and Playing Videos

- Insert, preview, and adjust videos

After completing this module, students will be able to:

- Add, preview, play, and modify sounds and movies.