



## Microsoft® Office PowerPoint® 2010: Level 1

### Course Overview

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010. Participant will explore the PowerPoint environment and create a presentation. Participant will format text on slides to enhance clarity. To enhance the visual appeal, participant will add graphical objects to a presentation and modify them. Participant will also add tables and charts to a presentation to present data in a structured form. Participant will then finalize a presentation to deliver it.

### Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

### Prerequisites

Basic familiarity with any Microsoft Windows operating system.

### Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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## Microsoft® Office PowerPoint® 2010: Level 1 Course Outline

### Lesson 1: Getting Started with PowerPoint

- **Topic 1A:** Identify the Elements of the User Interface
- **Topic 1B:** View Presentations
- **Topic 1C:** Save a Presentation
- **Topic 1D:** Use Microsoft PowerPoint Help

### Lesson 2: Creating a Basic Presentation

- **Topic 2A:** Select a Presentation Type
- **Topic 2B:** Enter Text
- **Topic 2C:** Edit Text
- **Topic 2D:** Format Text Placeholders
- **Topic 2E:** Add Slides to a Presentation
- **Topic 2F:** Arrange Slides
- **Topic 2G:** Work with Themes

### Lesson 3: Formatting Text on Slides

- **Topic 3A:** Apply Character Formats
- **Topic 3B:** Format Paragraphs

### Lesson 4: Adding Graphical Objects to a Presentation

- **Topic 4A:** Insert Images into a Presentation
- **Topic 4B:** Add Shapes
- **Topic 4C:** Add Visual Styles to the Text in a Presentation

### Lesson 5: Modifying Graphical Objects in a Presentation

- **Topic 5A:** Edit Graphical Objects
- **Topic 5B:** Format Graphical Objects
- **Topic 5C:** Group Graphical Objects on a Slide
- **Topic 5D:** Arrange Graphical Objects on a Slide
- **Topic 5E:** Apply Animation Effects

### Lesson 6: Working with Tables

- **Topic 6A:** Insert a Table
- **Topic 6B:** Format Tables
- **Topic 6C:** Import Tables from Other Microsoft Office Applications

### Lesson 7: Working with Charts

- **Topic 7A:** Insert Charts
- **Topic 7B:** Modify a Chart
- **Topic 7C:** Import Charts from Other Microsoft Office Applications

### Lesson 8: Preparing to Deliver a Presentation

- **Topic 8A:** Review the Content in a Presentation
- **Topic 8B:** Divide a Presentation into Sections
- **Topic 8C:** Add Transitions
- **Topic 8D:** Add Speaker Notes
- **Topic 8E:** Print a Presentation
- **Topic 8F:** Deliver a Presentation

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