



Microsoft® PowerPoint 2010 Certification

Courseware 3246-1

Exam 77-883

Course Description

Microsoft® PowerPoint® 2010 Core teaches the information worker how to create and manage presentations using a variety of core and intermediate features. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft PowerPoint 2010 Core Exam #77-883.

Course Series

This *Microsoft PowerPoint 2010* courseware is one of six courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Word 2010 Expert
- Excel 2010 Core
- Excel 2010 Expert
- Outlook 2010
- Access 2010

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use Minimize, Restore Down/Maximize, or Close
- use the taskbar
- use the left and right mouse buttons appropriately
- use the Start button
- understand file management techniques
- use the Help feature
- navigate between files, folders, or drives

Course Objectives

This course book teaches the skills you will need to successfully complete the PowerPoint 2010 exam. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

You will use PowerPoint to create and edit professional-looking presentations for a variety of purposes and situations, as well as explore different ways to share the information with internal and external customers.

After completing this course, you will be able to:

- ↻ understand and describe the concept of electronic presentations
- ↻ identify the basic components of PowerPoint
- ↻ identify screen symbols
- ↻ use the Quick Access Toolbar
- ↻ use the Ribbon
- ↻ create a presentation
- ↻ use Backstage to save, open, close, and create new presentations
- ↻ switch between presentations
- ↻ move around a presentation
- ↻ insert, rearrange, and delete slides
- ↻ organize slides into sections
- ↻ change slide layouts and backgrounds
- ↻ apply and modify presentation themes
- ↻ insert and modify text in placeholders
- ↻ create and format bulleted and numbered lists
- ↻ format text
- ↻ cut, copy, and paste text
- ↻ indent text
- ↻ insert, modify, and delete text boxes
- ↻ create, modify, and delete WordArt
- ↻ add graphics from a variety of sources
- ↻ manipulate graphics
- ↻ insert and modify shapes and illustrations
- ↻ insert and modify SmartArt
- ↻ insert and modify audio and video
- ↻ create a chart
- ↻ manipulate chart elements
- ↻ create a table
- ↻ format and enhance a table
- ↻ animate slide elements
- ↻ adjust animation timing
- ↻ apply slide transitions
- ↻ edit a slide master
- ↻ enter presenter notes
- ↻ insert, modify and delete comments
- ↻ view and hide comments
- ↻ compare and combine presentations
- ↻ prevent changes to your presentation
- ↻ mark a presentation as final
- ↻ review and edit document properties
- ↻ print a presentation
- ↻ create handouts
- ↻ compress images
- ↻ use the Package for CD feature
- ↻ broadcast a presentation
- ↻ share a presentation via email
- ↻ save in a different file formats
- ↻ set up and run a slide show
- ↻ create custom shows
- ↻ rehearse a slide show
- ↻ hide slides
- ↻ use slide show presentation tools
- ↻ record a presentation
- ↻ use presenter view

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives
Looking at the Screen
Creating New Presentations
Moving Around in Presentations
Managing Presentations
Creating and Formatting Slides
Organizing Slides
Review Questions
Lesson Summary

Lesson 2: Working with Text

Lesson Objectives
Adding Text
Using Bullets and Numbering
Formatting Text
Cutting, Copying and Pasting Text
Using Text Boxes
Using WordArt
Review Questions
Lesson Summary

Lesson 3: Working with Illustrations and Other Media

Lesson Objectives
Using Pictures
Modifying Pictures
Inserting Shapes
Inserting Hyperlinks
Arranging Illustrations and Shapes
Inserting a Photo Album
Working with SmartArt
Modifying SmartArt Diagrams
Inserting Media Clips
Review Questions
Lesson Summary

Lesson 4: Working with Charts and Tables

Lesson Objectives
Inserting Charts
Using Tables
Lesson Summary
Review Questions

Lesson 5: Enhancing Presentations

Lesson Objectives
Using Animation
Using Slide Transitions
Using Slide Masters
Adding Presenter Notes
Review Questions
Lesson Summary

Lesson 6: Reviewing Presentations

Lesson Objectives
Reviewing Presentations
Protecting a Presentation
Using Document Properties
Printing Presentation Items
Review Questions
Lesson Summary

Lesson 7: Delivering a Presentation

Lesson Objectives
Sharing a Presentation
Saving in Other Formats
Running the Slide Show
Customizing the Slide Show
Using Presentation Tools
Rehearsing a Presentation
Recording a Presentation
Using Presenter View
Review Questions
Lesson Summary

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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