

PowerPoint 2010

Level 1: Beginner

Learning basic skills for PowerPoint 2010

Estimated time: 06:04

6 modules - 52 topics

Discover PowerPoint, create your first slides

Discover PowerPoint and carry out simple tasks: opening a presentation, creating a slide, entering text etc...

You need to know: About your presentation program

Overview of the working environment

Opening a presentation

Views

Zoom

Moving between slides

Creating slides

You need to know: Selecting, copying, moving

Selecting and deleting slides

You need to know: Saving files

Saving a presentation

You need to know: Text made easy

Entering text

Undoing and redoing an action

Copying and moving slides

Selecting and editing text

Notes pages

Total number of topics in the module: 17

Screen a slide show, or print it

You will not have been using PowerPoint long before you will want to know how to run a slide show. You might also want to print the show in the form of handouts, to leave a lasting trace of your presentation.

Playing the slide show

Page setup and orientation

Print preview and printing

Creating a new presentation

Themes and layouts

Total number of topics in the module: 5

Make the text look good

Your audience will notice what your text looks like as much as what it says. Carefully chosen, even the simplest character and paragraph formatting can be very effective.

You need to know: Formatting characters

Character format

Character font

Character case

Character size and spacing

Paragraph alignment and columns

Bulleted paragraphs

Paragraph spacing and interline

Copying formats

Total number of topics in the module: 9

Add some illustrations

No pictures at this stage, but all PowerPoint's tools for making drawings to illustrate your slides and for formatting them.

Selecting and deleting objects
Repositioning objects
Grid and guides
Drawing shapes
Copying and duplicating objects
Resizing objects
Formatting objects
Formatting lines
Creating a text box or WordArt object
Formatting a text object
Text effects
Copying an object's formatting
Rotating objects

Total number of topics in the module: 13

Think pictures

Central to many presentations, pictures can be useful for personalising even the most sober data.

Inserting a picture, saving a picture
Formatting pictures
Managing pictures

Total number of topics in the module: 3

Explain with a chart

Use charts to present figures and statistics visually. They speak for themselves.

You need to know: Charts
Inserting a chart
Selecting and deleting chart items
Chart data
Layout of chart items

Total number of topics in the module: 5

Level 2: Proficient user

Learning intermediate skills for PowerPoint 2010

Estimated time: 05:22

7 modules - 46 topics

Get the text right

Avoid spelling mistakes, find and replace text, get the indents right, discover tools for ensuring faultless text.

Checking the spelling
Synonyms and translation
Finding and replacing text
Rulers

Paragraph indents
Managing tab stops

Total number of topics in the module: 6

Turn a speech into a slide show

If the ideas you want to communicate already exist in writing, transfer them to a PowerPoint outline for a quick way of creating slides that capture the essence of your message.

Creating a slide/entering content in Outline view
Managing the outline
Repositioning text in an outline

Creating a presentation from a Word document

Total number of topics in the module: 4

Do more with objects

From simple techniques for managing objects, to more advanced ones.

Modifying objects
Applying effects to objects
Aligning and distributing objects
Changing the stacking order of objects
Grouping/ungrouping objects
Formatting a chart
Inserting an object from another application
Total number of topics in the module: 7

Make the most of tables and diagrams

The more at ease you are with tables and diagrams, the better you can communicate your data.

Creating a table/inserting an existing table
Table styles
Modifying and formatting a table
Managing rows and columns in a table
Managing cells in a table
Inserting a SmartArt diagram
Managing a SmartArt diagram
Formatting a SmartArt diagram
Total number of topics in the module: 8

Do more with slides

Simple techniques for perfecting and exploiting slides.

Creating a hyperlink
You need to know: Headers and footers
Headers and footers
Total number of topics in the module: 3

Looking for some action?

Liven up an on-screen slide show with sounds, transition effects and animations.

Inserting slides from another presentation
Sections
Inserting audio/video content
Managing audio/video content
Associating an action with an object
Animating objects
Customising animation effects
Animating text
Running animations automatically
Transition effects
Advancing the slides automatically
Writing on slides during the slide show
Total number of topics in the module: 12

Find out more...

Lesser-known features of PowerPoint, but none the less interesting: photo album, package for CD, export, etc...

Creating a photo album
Creating a Package on CD or in a folder
You need to know: Sending a presentation by e-mail
You need to know: Exporting data
Exporting to common formats
Converting a PowerPoint presentation
Total number of topics in the module: 6

Level 3: Advanced user

Learning advanced skills for PowerPoint 2010

Estimated time: 02:55

4 modules - 25 topics

Polish the presentation

Three ways to add impact to your slides.

Managing chart templates

Slide background

Customising a theme

Total number of topics in the module: 3

Master the masters

To create a seamless total look for each of your presentations, get into the habit of working with masters. They save you time too.

The slide master

Managing layouts

Managing placeholders

Formatting slide masters

Using slide masters

The notes master

The handout master

Total number of topics in the module: 7

Customise, finalise

Customisation ideas for making your presentation memorable, and other advanced techniques: how to limit the slide show to a selection of slides, how to create and use templates, and also adding comments to your presentation, or marking it as final.

Custom slide shows

Choosing the slides for the slide show

You need to know: Styles and templates

Creating and using a presentation template

Presentation properties

Comments

Comparing presentations

Protecting a presentation with a password

Total number of topics in the module: 8

Approach expert status

Advanced commands for advanced users: protecting your presentations, using digital signatures, retrieving earlier versions, customising the ribbon, working as a team and other skills for maximum efficiency.

Finalising presentations

Digital signatures

You need to know: Versions and recovery of files

You need to know: Customising the ribbon

You need to know: The SharePoint site

You need to know: Sharing a document over the internet

You need to know: Best practice with a presentation program

Total number of topics in the module: 7