# PowerPoint 2010: Basic (MOS Edition)

## Topic-Level Outline

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**Days:** 1
**Prerequisites:** *Windows 7: Basic* or equivalent experience

**Unit 1: Getting started**
- **Topic A:** The PowerPoint window
- **Topic B:** Getting help

**Unit 2: New presentations**
- **Topic A:** Creating presentations
- **Topic B:** Saving presentations
- **Topic C:** Rearranging and deleting slides
- **Topic D:** Using slides from other presentations

**Unit 3: Formatting slides**
- **Topic A:** Formatting text
- **Topic B:** Modifying text
- **Topic C:** Formatting paragraphs

**Unit 4: Using drawing objects**
- **Topic A:** Adding shapes
- **Topic B:** Modifying objects
- **Topic C:** Using text in objects

**Unit 5: Working with graphics**
- **Topic A:** WordArt
- **Topic B:** Pictures
- **Topic C:** Clip art

**Unit 6: Using tables and charts**
- **Topic A:** Tables
- **Topic B:** Charts
- **Topic C:** Diagrams

**Unit 7: Modifying presentations**
- **Topic A:** Templates and themes
- **Topic B:** Slide masters
- **Topic C:** Transitions and timings

**Topic D:** Speaker notes
**Topic E:** Slide shows

**Unit 8: Proofing and delivering presentations**
**Topic A:** Proofing presentations
**Topic B:** Running presentations
**Topic C:** Printing presentations