PowerPoint 2010: Basic (MOS Edition)

Topic-Level Outline

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