

# **Microsoft Office Specialist PowerPoint 2010**

## **Session 1**

### **Section A: Building Effective Presentations**

- Preparation and Organization
- AIM
- Audience
- Intent
- Message
- Sensory Levels
- Presentation Structure
- Using Visuals
- Vocal Emphasis
- Attire
- Filler Words
- Body Language and Eye Contact
- Presentation Tips

### **Section B: PowerPoint 2010 Overview**

- Launching PowerPoint
- Interface Layout
- Understanding the Ribbon
- Customizing the Quick Access Toolbar

### **Section C: Creating Presentations**

- New Presentations
- Using Templates
- Keyboard Speed Keys
- Slide vs. Outline View
- Changing Views
- Slide Sorter View
- Reading and Presentation Views
- Navigation Tips
- Saving a Presentation
- File Extensions
- Slide Design Process

### **Section D: Creating Initial Content**

- Understanding Layouts
- Adding Slide Content
- Changing Case Keyboard Shortcut
- Selecting Text Tip
- Increasing and Decreasing Font Size
- Adding Slides
- Arranging Slides
- Copying and Pasting
- Copying and Pasting Windows Rule
- Using Paste Special

## **Section E: Design Themes**

- Theme Sets
- Customizing Themes
- Theme Colors
- Editing Themes
- Theme Fonts
- Theme Effects
- Saving Themes

## **Section F: Slide Masters**

- Using Masters
- Slide Layout Masters
- Duplicate Default Masters
- Preserve Master Option
- Creating New Layouts
- Headers and Footers
- Save As Template

## **Section G: Working with Text**

- Mini Toolbar
- Paragraph Formatting
- Font Formatting
- Editing the Slide Master
- Synonyms and Thesaurus
- Inserting and Formatting Text Boxes

## **Section H: Working with Lists**

- Default Bullet Styles
- Applying Bullets Based on Themes
- Bullets and Numbering Options
- Modifying Bullets
- Numbered Bullet Options
- Customizing Bullets
- Using Pictures as Bullets
- Using the Ruler
- Setting and Removing Tabs
- Applying Indents

## **Session 2**

### **Section A: Using Existing Content**

- Outlines
- Working In Outline View
- Rearranging Slides
- Slides from Word Document
- Preparing Text for Import
- Slides from Notepad Document
- Saving as RTF
- Reusing Slides
- Publish to Slide Library

## **Section B: Embedded Charts**

- Inserting Charts
- Defining Chart Data
- Understanding Chart Types
- Quick Layouts
- Chart Styles
- Editing Chart Data
- Layout and Formatting Options
- Save As Template

## **Section C: Excel Charts**

- Using Excel Charts
- Importing into PowerPoint
- Using Paste Special
- Updating Linked Data
- Capturing Excel Data as an Image

## **Section D: Working with Tables**

- Inserting Tables
- Table Style Options
- Table Styles Gallery
- Customizing Theme Colors and Options
- Table Effects
- Merging Cells
- Entering Text
- Add, Delete, Resize Columns and Rows
- Adjusting Table Alignment

## **Section E: Shapes and Effects**

- Drawing Techniques
- Shape Types
- Formatting Shapes
- Shape Fill Options
- Text Fills, Effects, and Styles
- More Fill Options

## **Section F: Clip Art and Images**

- Working with Clip Art
- Editing Clip Art
- Working with Images
- Manipulating Images
- Picture Quick Styles
- Picture Effects and SmartArt
- 3-D Rotation
- 3-D Emboss Effect

## **Section G: Moving, Arranging, and Distributing**

- Object Moving Techniques
- Duplicating Objects
- Rotating Objects

- Arranging Objects
- Using the Selection Pane

## **Section H: SmartArt Diagrams**

- Converting Bulleted Lists
- Rearranging Bullet Order
- Recoloring SmartArt Objects
- SmartArt Styles
- Resetting Graphics
- Formatting SmartArt
- More SmartArt Categories
- Adding SmartArt Shapes

## **Section I: Backgrounds, Watermarks, and Photo Album**

- Creating Photo Albums
- Customizing Album Options
- Preview the Photo Album
- Edit Photo Album
- Inserting Screenshots
- Compressing Pictures
- Inserting Backgrounds
- Hiding Background Objects
- Creating Watermarks
- Save as Picture
- Using Watermarks as Backgrounds
- Silk Screen Effect

## **Session 3**

### **Section A: Multimedia**

- Supported File Types
- Inserting Audio
- Fade In/Out
- Trim Audio
- Additional Copy/Insert Options
- Inserting Video
- Poster Frame/Video Trim

### **Section B: Animations**

- Adding Animations
- Entrance Effects
- Emphasis Effects
- Exit Effects
- Animating Text
- Animation Pane
- Effect Options
- Rolling Marquee Effect
- Re-Order Animations
- Animating Images
- Motion Paths
- Animating Charts

## **Section C: Customizing Slide Shows**

- Slide Shows
- Applying Transitions
- Individual Transitions
- Transition Effect Options
- Hiding Slides
- Action Settings
- Hyperlinks
- Actions
- Creating Custom Shows
- Defining Custom Shows
- Previewing Custom Shows

## **Section D: Delivery Formats**

- Printing
- Media Compression
- Version Control
- PowerPoint Show
- PDF/XPS
- Recording Presentations
- Packaging for CD
- Creating a Video
- Publishing to the Web

## **Section E: Proofing and Reviewing**

- Visual Check
- Spell Check
- Research Options
- Adding Comments

## **Section F: Prepare and Protect**

- Compatibility Mode
- Document Properties
- Document Inspector
- On-Slide/Off-Slide Content
- Presentation Notes
- Encryption and Passwords
- Information Rights Management
- IRM Document Protection
- Digital Signatures
- Mark as Final

## **Section G: Delivering the Presentation**

- Printing Tips
- Optimization
- Show Setup
- Downsizing File Size
- Presenting a Show
- Pointer to Pen
- Slide Show Help
- Pointer Options
- Navigation Techniques

