



PowerPoint 2010

Conejo Valley Adult Education
Computer Training Center

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PowerPoint 2010, I

- **Getting Started.** Explore the PowerPoint environment; Get help.
- **New Presentations.** Create a basic presentation by adding slides and inserting text on each slide; Save a presentation by using the Save and Save As commands; Rearrange and delete slides by using options in Normal view and Slide Sorter view; Insert slides by using slides from another presentation.
- **Formatting Slides.** Apply formatting to text and bulleted lists by using options on the Mini toolbar and in the Font and Paragraph groups; Search for, replace, move, and copy text, Change the alignment of text by using options on the Mini toolbar and in the Font and Paragraph groups.
- **Using Drawing Objects.** Draw objects by using tools in the Drawing group; Format, modify, move, rotate, and delete drawn objects by using groups on the Drawing Tools | Format tab; Add text to drawn objects and to text boxes.
- **Working with Graphics.** Create visually appealing text objects by using WordArt; Add images to a slide and modify the images by using options on the Picture Tools | Format tab; Add clip art images to a slide by using the Clip Art task pane, and modify the clip art images.
- **Using Tables and Charts.** Add a table to a presentation, enter text in the table, and format the table; Create and modify a chart by using the Insert Chart dialog box and the Chart Tools tabs; Create and modify SmartArt objects.
- **Modifying Presentations.** Add visual appeal to the slide show by using transitions and timings; Prepare for a slide show by adding speaker notes, Set up a slide show for a speaker and a kiosk.
- **Proofing and Delivering Presentations.** Proof a presentation by using the Spell Check and AutoCorrect features, and use the Thesaurus; Preview and run a presentation, hide selected slides to customize a presentation for a specific audience; Print an entire presentation, a range of slides, an individual slide, handouts, notes pages, and the outline.