

Microsoft PowerPoint 2010 Level 1

Program Highlights:

Learn to create and modify slides and presentations by using clip art, WordArt and charts, templates and presentation options. Learn how to add speaker notes and slide headers and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically as if on autopilot and more! Windows Basic and Word Basics or equivalent experience is recommended.

Job Outlook:

Microsoft Certified Professionals can find employment as IT professionals, technology trainers, developers and system architects. Microsoft Office Specialists tap into the full features and functionality of Microsoft Office, resulting in increased job candidate marketability, improved academic performance, and enhanced confidence & productivity in the workplace.

Certification:

Microsoft Office Specialist (MOS) certifications are the only globally recognized credentials that validate your technical expertise in Microsoft Office Suite.

MOS: Microsoft Office PowerPoint 2010 Exam #883

Next Steps:

Microsoft Powerpoint Level 2



Benefits:

- Bring more energy and visual impact to your presentations.
- Create high-quality presentations with stunning graphics
- Captivate your audience with new transitions and improved animations.



Stay Ahead!



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Course Outline

	DESCRIPTION
UNIT 1: Getting Started	<ul style="list-style-type: none">• The PowerPoint Window• Getting Help
UNIT 2: New Presentations	<ul style="list-style-type: none">• Creating Presentations• Saving Presentations• Rearranging and Deleting Slides• Using Slides From Other Presentations
UNIT 3: Formatting Slides	<ul style="list-style-type: none">• Formatting Text• Modifying Text• Formatting Paragraphs
UNIT 4: Using Drawing Objects	<ul style="list-style-type: none">• Adding Shapes• Modifying Objects• Using Text in Objects
UNIT 5: Working With Graphics	<ul style="list-style-type: none">• WordArt• Pictures• Clip Art
UNIT 6: Using Tables and Charts	<ul style="list-style-type: none">• Tables• Charts• Diagrams
UNIT 7: Modifying Presentations	<ul style="list-style-type: none">• Templates and Themes• Slide Masters• Transitions and Timings• Speaker Notes• Slide Shows
UNIT 8: Proofing and Delivering Presentations	<ul style="list-style-type: none">• Proofing Presentations• Running Presentations• Printing Presentations