

# Microsoft Office PowerPoint 2010 – Migration from 2003

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1 day course

Course Code: P104AM

Who should attend? This course is intended for Microsoft PowerPoint 2010 users, transitioning from Microsoft Office PowerPoint 2003.

Prerequisites Experience with Microsoft Office PowerPoint 2003 to an intermediate level.

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Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand the Microsoft PowerPoint 2010 user-interface, including its screen components and how to customize the Ribbon, as well as Backstage view commands and features relating to opening, creating, and printing presentations, managing language preferences and using the Help feature.
- Understand and use features and functionality pertaining to file formats, compatibility, publishing PDF and XPS presentations, recovering unsaved presentations, locating hidden data in presentations, as well as how to use the accessibility checker, finalize presentations, and use digital signatures.
- Understand and use features that make it easy to view and format presentation data by using the Status bar, using Zoom controls, and how to work with presentation views including the Reading view; how to apply various text, shape, and graphic styles using built-in quick styles and various Style Galleries; how to apply text effects, and add alternate text to tables, as well as insert SmartArt graphics and insert charts.
- Understand and use features that will allow you to enhance your presentations by inserting screenshots and clippings, editing pictures, and applying special effects.
- Understand and use features that make it easy to ensure that the text in your presentations is accurate by using the Shared Spelling Checker, and the Mini Translator.
- Understand and use features that allow you to collaborate by co-authoring PowerPoint presentations, using the Microsoft PowerPoint Web App, and managing presentations in Protected View.

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Course Content

## **User Interface and Backstage View**

Exploring the Microsoft PowerPoint 2010 Interface; Understanding Backstage View; Exploring Recent Presentations; Creating New Presentations; Printing Presentations; Managing Language Preferences; Getting Help

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## **Exploring File Management Features**

Understanding XML File Management and Compatibility; Publishing PDF and XPS Presentations; Recovering Unsaved Presentations; Managing Metadata; Inspecting Presentations for Personal and Hidden Data; Using the Accessibility Checker; Finalizing Presentations Using Digital Signatures

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## **Viewing and Formatting Presentations**

Working with Zoom Levels; Working with Presentations Views; Exploring the Reading View; Understanding Live Preview; Applying Themes and Creating Custom Themes; Using Styles (Quick Styles) Galleries; Previewing When Using Paste Options; Applying Text Effects; Adding Alternative Text to PowerPoint Objects; Inserting SmartArt Graphics; Creating Charts

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## **Using Capture and Picture Editing Tools**

Inserting Screenshots and Clippings; Correcting Pictures; Applying Artistic Effects; Removing Picture Backgrounds; Cropping Pictures; Trimming Video Clips

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## **Managing Text and Presentations**

Using the Shared Spelling Checker; Using the Mini Translator

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## **Exploring Collaborative Functionality**

Co-Authoring PowerPoint Presentations; Exploring Microsoft PowerPoint Web App; Exploring Protected View