



Around the World: Microsoft Office 2010 Microsoft PowerPoint 2010

Course Description: Welcome to the new Office fluent user interface! No more menus or toolbars! Meet The Ribbon.

Course Outline

The Ribbon

- File Tab/Backstage View
- Quick Access Ribbon
- Customize Ribbon
- Tabs/Contextual Tabs
- Groups
- Screen Shot

Preview Features

- Live preview feature
- Live Preview with Paste
- Print Preview

File Formats

- Save 97-2003
- Save PDF

Slide Show

- Define sections

Enhanced Formatting

- Styles
- Themes

High- Impact Graphics

- Smart-art
- Picture effects
- Artistic Effects
- Remove Background
- Charts
- Tables

Insert Math Equations

Enhanced Media

- Audio/Video Editing
- Create a Video

Protected Mode