

Microsoft PowerPoint 2010, Using PowerPoint

Objective Domain

1. Managing the PowerPoint environment

- 1.1. Adjust views
- 1.2. Manipulate the PowerPoint window.
- 1.3. Configure the Quick Access Toolbar (QAT).
- 1.4. Configure PowerPoint file options

2. Creating a Slide Presentation

- 2.1. Construct and edit a photo album.
- 2.2. Apply slide size and orientation settings.
- 2.3. Add and remove slides.
- 2.4. Format slides.
- 2.5. Enter and format text.
- 2.6. Format a text box.

3. Working with graphical and multimedia elements

- 3.1. Manipulate graphical elements.
- 3.2. Manipulate images.
- 3.3. Modify WordArt and shapes.
- 3.4. Manipulate SmartArt.
- 3.5. Edit video and audio content.

4. Creating charts and tables

- 4.1. Construct and modify a table.
- 4.2. Insert and modify a chart.
- 4.3. Apply chart elements.
- 4.4. Manipulate chart layouts.
- 4.5. Manipulate chart elements.

5. Applying transitions and animations

- 5.1. Apply built-in and custom animations.
- 5.2. Apply effect and path options.
- 5.3. Manipulate an animation.
- 5.4. Apply and modify transitions between slides.

6. Collaborating on a presentation

- 6.1. Manage comments in a presentation.
- 6.2. Apply proofing tools.

7. Preparing a presentation for delivery

- 7.1. Save a presentation.
- 7.2. Share a presentation.
- 7.3. Print a presentation.
- 7.4. Protect a presentation.

8. Delivering a presentation

- 8.1. Apply presentation tools.
- 8.2. Set up a slide show.
- 8.3. Set presentation timing.
- 8.4. Record a presentation.