

LAB 10-11

MICROSOFT POWERPOINT 2010

1. Introducing the Screen layout
 - a. Ribbons
 - b. File menu
2. Slide view options
3. Creating master slide
4. Adding new slides
5. Changing existing slide layout
6. Applying Themes (design tab)
 - a. Editing theme properties
7. Entering text
8. Font style and effects(editing text)
9. Adding sound(insert tab)
10. Adding picture, shape etc.
11. Adding photo album(insert tab)
12. Creating table
13. Insert a table from word and excel
14. Creating a chart
15. Slide transition(animation tab)
 - a. Transition sound
 - b. Speed
16. Slide animation
 - a. Animation sound
 - b. Duration
 - c. Delay
 - d. Animation Order
17. Setup slide show(slide show)
18. Print a slide show (handouts etc..)