

PowerPoint 2010 Roadmap

Which class is right for you?

Answer these questions honestly!

Can You...?

- ◆ Do you understand what the Normal, Outline, and Slide Sorter views are for?
- ◆ Can you create presentations using Templates?
- ◆ Can you create slides using different layouts?
- ◆ Do you know how to Group and Ungroup objects?
- ◆ Are you able to animate your presentation?
- ◆ Can you create a chart in PowerPoint?
- ◆ Can you create tables on PowerPoint slides?
- ◆ Are you able to enhance your slides with SmartArt and Pictures?
- ◆ Do you know how to run the slide show with transition effects?



**Take PowerPoint 2010
Introduction**
1-Day Class

Can You...?

- ◆ Can you insert movies and sound?
- ◆ Can you personalize the PowerPoint interface?
- ◆ Can you manipulate the Slide Master?
- ◆ Are you able to add headers and footers?
- ◆ Can you convert bullets to SmartArt?
- ◆ Can you customize your animations?
- ◆ Are you able to create automatic, timed presentations?
- ◆ Can you incorporate hyperlinks into your presentations to create a custom show?
- ◆ Are you able to annotate a presentation?
- ◆ Can you package your presentation for easy distribution?



**Take PowerPoint 2010
Advanced**
1-Day Class