

NEEDS ANALYSIS

Microsoft® PowerPoint 2010

Check off the program features that you need to learn.
Please contact me if you need clarification on any of these features.

Thank you

FUNDAMENTALS	
Starting PowerPoint 2010	<input type="checkbox"/>
What's New in PowerPoint 2010	<input type="checkbox"/>
Understanding the PowerPoint Program Screen	<input type="checkbox"/>
Giving Commands	<input type="checkbox"/>
Using Command Shortcuts	<input type="checkbox"/>
Creating a New Presentation	<input type="checkbox"/>
Opening a Presentation	<input type="checkbox"/>
Previewing and Printing a Presentation	<input type="checkbox"/>
Saving a Presentation	<input type="checkbox"/>
Closing a Presentation	<input type="checkbox"/>
Using Help	<input type="checkbox"/>
Exiting PowerPoint	<input type="checkbox"/>
GETTING STARTED WITH PRESENTATIONS	
Inserting Slides and Deleting Slides	<input type="checkbox"/>
Selecting a Layout	<input type="checkbox"/>
Navigating a Presentation	<input type="checkbox"/>
Organizing a Presentation	<input type="checkbox"/>
INSERTING AND EDITING TEXT	
Inserting Text	<input type="checkbox"/>
Inserting a Text Box	<input type="checkbox"/>
Editing Text	<input type="checkbox"/>
Moving and Copying Text	<input type="checkbox"/>
Controlling How Text is Moved or Copied	<input type="checkbox"/>
Collecting Multiple Items to Move or Copy	<input type="checkbox"/>
Using Undo, Redo and Repeat	<input type="checkbox"/>
Checking Your Spelling	<input type="checkbox"/>
Finding and Replacing Text	<input type="checkbox"/>
Inserting Symbols and Special Characters	<input type="checkbox"/>
Inserting Equations	<input type="checkbox"/>
FORMATTING TEXT	
Changing Font Type	<input type="checkbox"/>
Changing Font Size	<input type="checkbox"/>
Changing Font Color	<input type="checkbox"/>
Changing Font Style	<input type="checkbox"/>
Using the Font Dialog Box	<input type="checkbox"/>
Copying Formatting	<input type="checkbox"/>
Using WordArt	<input type="checkbox"/>

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VIEWING THE PRESENTATION	
Changing Views	<input type="checkbox"/>
Using the Zoom Controls	<input type="checkbox"/>
Using the Outline Pane	<input type="checkbox"/>
Working with the Presentation Window	<input type="checkbox"/>
Working with Multiple Presentations	<input type="checkbox"/>
FORMATTING THE PRESENTATION	
Using Document Themes	<input type="checkbox"/>
Changing the Background of a Slide	<input type="checkbox"/>
Rearranging Slides	<input type="checkbox"/>
Adding Headers and Footers	<input type="checkbox"/>
Using the Slide Master	<input type="checkbox"/>
Working with Bulleted and Numbered Lists	<input type="checkbox"/>
Formatting Paragraphs	<input type="checkbox"/>
Working with Tabs and Indents	<input type="checkbox"/>
Changing Page Setup	<input type="checkbox"/>
WORKING WITH OBJECTS	
Inserting Clip Art	<input type="checkbox"/>
Inserting Screenshots	<input type="checkbox"/>
Inserting Pictures and Graphics Files	<input type="checkbox"/>
Removing Backgrounds from Pictures and Graphics	<input type="checkbox"/>
Altering the Look of Pictures and Graphics	<input type="checkbox"/>
Formatting Pictures and Graphics	<input type="checkbox"/>
Inserting Shapes	<input type="checkbox"/>
Formatting Shapes	<input type="checkbox"/>
Resize, Move, Copy and Delete Objects	<input type="checkbox"/>
Positioning Objects	<input type="checkbox"/>
Applying Special Effects	<input type="checkbox"/>
Grouping Objects	<input type="checkbox"/>
Aligning and Distributing Objects	<input type="checkbox"/>
Flipping and Rotating Objects	<input type="checkbox"/>
Layering Objects	<input type="checkbox"/>
WORKING WITH TABLES	
Creating a Table	<input type="checkbox"/>
Working with a Table	<input type="checkbox"/>
Adjusting Column Width and Row Height	<input type="checkbox"/>
Inserting and Deleting Rows and Columns	<input type="checkbox"/>
Merging and Splitting Cells	<input type="checkbox"/>
Working with Borders and Shading	<input type="checkbox"/>
Applying a Table Style	<input type="checkbox"/>

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WORKING WITH CHARTS AND SMARTART	
Inserting a Chart	<input type="checkbox"/>
Inserting Chart Data	<input type="checkbox"/>
Resizing and Moving a Chart	<input type="checkbox"/>
Changing Chart Type	<input type="checkbox"/>
Formatting a Chart	<input type="checkbox"/>
Working with Labels	<input type="checkbox"/>
Formatting Chart Elements	<input type="checkbox"/>
Inserting SmartArt	<input type="checkbox"/>
Working with SmartArt Elements	<input type="checkbox"/>
Formatting SmartArt	<input type="checkbox"/>
Converting Slide Text into SmartArt	<input type="checkbox"/>
APPLYING TRANSITION AND ANIMATION EFFECTS	
Applying a Transition Effect	<input type="checkbox"/>
Modifying a Transition Effect	<input type="checkbox"/>
Applying an Animation Effect	<input type="checkbox"/>
Modifying Animation Effects	<input type="checkbox"/>
Customizing Animation Effects	<input type="checkbox"/>
Copying Animation Effects	<input type="checkbox"/>
Previewing a Transition or Animation Effect	<input type="checkbox"/>
WORKING WITH MULTIMEDIA	
Inserting Audio	<input type="checkbox"/>
Recording Audio Comments on a Slide	<input type="checkbox"/>
Inserting Video from a File	<input type="checkbox"/>
Inserting Video from the Web	<input type="checkbox"/>
Editing Media Playback	<input type="checkbox"/>
Inserting and Using Bookmarks	<input type="checkbox"/>
Using Action Buttons	<input type="checkbox"/>
Compressing Media	<input type="checkbox"/>
FINALIZING A PRESENTATION	
Setting Up a Slide Show	<input type="checkbox"/>
Rehearsing Slide Show Timings	<input type="checkbox"/>
Adding Comments to a Slide	<input type="checkbox"/>
Hiding a Slide	<input type="checkbox"/>
Recording a Presentation	<input type="checkbox"/>
Marking a Presentation as Final	<input type="checkbox"/>
DELIVERING A PRESENTATION	
Delivering a Presentation on a Computer	<input type="checkbox"/>
Using the Laser Pointer, Pen, and Making Annotations	<input type="checkbox"/>
Creating a Presentation that Runs by Itself	<input type="checkbox"/>
Using Presenter View	<input type="checkbox"/>
Creating a Custom Show	<input type="checkbox"/>
Broadcasting Presentations	<input type="checkbox"/>

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USING COLLABORATION AND DISTRIBUTION TOOLS	
Comparing and Merging Presentations	<input type="checkbox"/>
Packaging a Presentation	<input type="checkbox"/>
Saving Presentations as Videos	<input type="checkbox"/>
Password Protecting a Presentation	<input type="checkbox"/>
Publishing Slides	<input type="checkbox"/>
Creating Handouts in Microsoft Word	<input type="checkbox"/>
Importing and Exporting an Outline	<input type="checkbox"/>
WORKING WITH OTHER PROGRAMS	
Collaborating with Excel	<input type="checkbox"/>
Collaborating with Word	<input type="checkbox"/>
Modifying Embedded or Linked Content	<input type="checkbox"/>
Creating Handouts in Microsoft Word	<input type="checkbox"/>
Importing and Exporting an Outline	<input type="checkbox"/>
ADVANCED TOPICS	
Customizing the Quick Access Toolbar	<input type="checkbox"/>
Using and Customizing AutoCorrect	<input type="checkbox"/>
Changing PowerPoint's Default Options	<input type="checkbox"/>
Converting an Older Presentation to PowerPoint 2007	<input type="checkbox"/>
Recovering Your Presentations	<input type="checkbox"/>
Using Microsoft Office Diagnostics	<input type="checkbox"/>
Viewing Document Properties and Finding a File	<input type="checkbox"/>
CUSTOMIZING POWERPOINT	
Customizing the Ribbon	<input type="checkbox"/>
Customizing the Quick Access Toolbar	<input type="checkbox"/>
Using and Customizing AutoCorrect	<input type="checkbox"/>
Changing PowerPoint's Default Options	<input type="checkbox"/>
MORE TOPICS	
Converting an Older Presentation to PowerPoint 2010	<input type="checkbox"/>
Translating Text	<input type="checkbox"/>
Viewing Document Properties and Finding a File	<input type="checkbox"/>
Recovering Your Presentations	<input type="checkbox"/>
Managing Versions	<input type="checkbox"/>

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