

4. Insert a graphic from a file, Insert, resize, and reposition clip art, Modify the color and shape of a bitmapped graphic, Apply effects and styles to a graphic, Draw and format shapes, Add text to a shape, Insert and format text boxes, Flip and rotate objects
Modify the Slide Master, Create SmartArt diagrams, Modify a SmartArt diagram
Apply animations to graphics, Customize animations, Insert headers on handouts and note pages, Broadcast a presentation(A).
5. Insert slides from another presentation, Insert and format a video on a slide, Trim a video clip, Set a poster frame, Insert a sound clip, Create and format a table, Create and format a chart, Apply a second animation to an object, Change the speed of an animation
Change theme fonts, Change theme colors, Reset slides, Apply a gradient background
Add a picture to the background, Add a textured background, Customize bullets
Create and apply a custom theme, Apply a second theme to a presentation(B).
6. Import, modify, and export a Word outline, Import graphics, Copy an object from another presentation, Remove the background from photographs, Embed and modify a table from Word, Link and modify an Excel chart, Create and edit hyperlinks, Add action buttons
Apply a dynamic content transition, Customize handout masters, Mark slides during a slide show, Work with comments and compare presentations, Inspect documents for private or hidden data, Identify features not supported by previous version of PowerPoint
Mark a presentation as final, Save a presentation in other formats(B).
7. Reorder objects in layers on a slide, Apply complex animations using the Animation Pane
Create a numbered list, Apply artistic effects to a picture, Crop a picture, Set a color in a picture to transparent, Format text boxes, Add a callout, Download clips from Office.com
Compress pictures on a slide, Set slide timings manually, Rehearse and save slide timings with and without narration, Control options for manually overriding slide timings
Set up a self-running presentation, Add sound to a slide with complex animations
Create and edit a custom show(C).
8. Create a Photo Album presentation, Create a custom layout, Create WordArt
Add and customize a motion path and animation, Use the Animation Painter
Add trigger for an animation, Animate a text box to display letters one at a time
Customize the Quick Access Toolbar and the Ribbon, Create and save a custom shape
Mark a presentation as final, Encrypt a presentation, Learn about poster presentations
Create a banner for a multiple-page and a single-page poster presentation
Save slides as picture files, Create a single-page poster(C).

Course Requirements:

- A. Students are expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension.
- B. For students taking the class via the Internet, they must understand that if he/she does not turn in assignments or take tests that this equates to being absent from class and constitutes grounds for suspension.
- C. Students must have access to Microsoft PowerPoint 2010. The software is available to the student on campus either in the computer lab during scheduled class times or in the

Technology Resource Center houses on the second floor of the BPCCLibrary.

Course Grading:

- A. Letter grades will be assigned based on a ten point grading scale (90-100 = 'A', 80-89 = 'B', 70-79 = 'C', 60-69 = 'D', 0-59 = 'F').
- B. Students are required to complete a minimum of one assignment per chapter.
- C. Students are required to complete at exam per learning outcome.