

PowerPoint Lesson 1

Microsoft PowerPoint Basics

**Microsoft Office 2010
Introductory**

Student Learning Outcomes:

Students should be able to:

- Start PowerPoint, and understand the elements of the PowerPoint window.
- Open an existing presentation, and save it with a new name.
- Navigate a presentation and change views.
- Use the Slides and Outline tabs and the Slide and Notes panes.

Student Learning Outcomes (continued):

- Change the layout on a slide.
- Delete a slide.
- Print a presentation.
- Exit PowerPoint.