

PowerPoint Lesson 2

Creating and Enhancing PowerPoint Presentations

**Microsoft Office 2010
Introductory**

Student Learning Outcomes:

Students should be able to:

- Create presentations and add slides.
- Insert headers and footers.
- Use the Slide Master and the Notes and Handout Master.
- Format slides, change layouts, and apply themes.

Student Learning Outcomes (continued):

- Insert and edit text, then change alignment, spacing, case, and tabs.
- Check spelling, style, and usage.
- Add hyperlinks, clip art, and sounds.
- Apply custom animation and transitions.