

1. How to open and display a PowerPoint presentation.
2. The names of panels and objects on the PowerPoint program's screens.
3. The purposes and how to get into the following views: Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, Notes Master.
4. The steps and design considerations in creating a PowerPoint presentation
5. What a theme template is and how to use one.
6. What slide layouts and placeholders are and how to use them.
7. How to navigate through a slide presentation and how to access the Slide Show toolbar.
8. How to delete a PowerPoint presentation.
9. How to use the Live Preview feature to preview potential themes, etc.
10. How to insert, move or duplicate a PowerPoint slide, especially where to start.
11. How to copy a slide from the current PowerPoint presentation to another, and how to reuse a slide from another presentation in the current one.
12. How to add headers and footers to PowerPoint slides
13. How to insert, edit, move and copy text on a slide, with or without placeholders.
14. How to insert and manipulate pictures on a slide.
15. How to use drawing guides and gridlines, and how to use layering ("Arranging Objects").
16. How to apply the same formatting or adjustments to the size or rotation of multiple objects
17. What slide masters are and how to use them.
18. What filename extensions are used for PowerPoint presentation and PowerPoint templates.
19. What an action button is and how to create one.
20. What the Quick Styles button is and how to use it.
21. The components of Design Themes and how to control them.
22. How to control slide orientation (portrait vs. landscape) and which one is the default in PowerPoint.
23. What animation is and how to define and apply it.
24. How to set a presentation to loop continuously.
25. How to embed sound files into a PowerPoint presentation.
26. How to insert and navigate through tables.
27. What SmartArt is, and how to include it in a PowerPoint presentation.
28. How to include charts in a PowerPoint presentation.
29. The relationship between PowerPoint 2010 and earlier versions and the other 2010 Office applications.