

Microsoft PowerPoint 2010 - Level 1: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2010**
- **Software Setup Notes**
- **Classroom Data**
- **Courseware Timing**



1.1 General Hardware Requirements for Office Professional Plus 2010

■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
Operating system	Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit.
Processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Disk space	3.5 gigabyte (GB)
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
Display	1024x768 or higher resolution

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only the more common applications, such as: Word, Excel, Outlook, PowerPoint, and Access.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **6.4 Adding Graphics** pertaining to **Working with Clip Art**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **P101en_data.exe** for this course to install the class data to the **C:\P101en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE	FILE TYPE	USED IN
AGM	.pptx	Section 1.2 Getting Started , in the exercise Opening a Presentation .
TRAVEL1	.pptx	Chapter 1 - Review Exercise
REVIEW	.pptx	Section 2.2 Organizing Presentation Text as an Outline , in the exercise Working in an Outline .
TRAVEL	.pptx	Chapter 2 - Review Exercise
REVIEW 3	.pptx	Section 3.1 Understanding Themes and Quick Styles , in the exercise Changing Presentation Themes, Theme Colors, and Background Styles .
TRAVEL3	.pptx	Chapter 3- Review Exercise
REVIEW 4	.pptx	Section 4.1 Applying Slide Layouts , in the exercise Adding Slides and Entering Text .
ACCOUNTS	.pptx	Section 4.2 Formatting Text , in the exercise Working with Tab Stops .
TRAVEL4	.pptx	Chapter 4 - Review Exercise
REVIEW 5	.pptx	Section 5.1 Formatting Bullets , in the exercise Working with Bullets .
TRAVEL5	.pptx	Chapter 5 - Review Exercise
REVIEW 6	.pptx	Section 6.1 Adding and Modifying WordArt , in the exercise Using WordArt .
TRAVEL6	.pptx	Chapter 6 - Review Exercise
REVIEW 7	.pptx	Section 7.1 Building a Slide Show , in the exercise Working with Transitions and Slide Timings .
TRAVEL7	.pptx	Chapter 7 - Review Exercise
TRAVEL7b	.pptx	Chapter 7- Review Exercise

The **C:\P101en_data** folder may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
Getting Started	55 min
1.1 Understanding Presentation Concepts	25 min
1.2 Getting Started	20 min
Review Exercise	10 min
Creating a New Presentation	55 min
2.1 Creating a New Presentation	20 min
2.2 Organizing Text in Outlines	20 min
Review Exercise	15 min
Working with Themes and Masters	65 min
3.1 Understanding Themes and Quick Styles	20 min
3.2 Modifying the Theme Slide Master	20 min
3.3 Previewing and Printing a Presentation	10 min
Review Exercise	15 min
Designing a Presentation	65 min
4.1 Applying Slide Layouts	25 min
4.2 Formatting Text	25 min
Review Exercise	15 min
Making Modifications	65 min
5.1 Formatting Bullets	25 min
5.2 Editing a Presentation	25 min
Review Exercise	15 min
Enhancing Presentations with Objects	70 min
6.1 Adding and Modifying WordArt	15 min
6.2 Adding and Formatting SmartArt	10 min
6.3 Adding and Managing Objects	15 min
6.4 Adding Graphics	15 min

CHAPTER/SECTION	ESTIMATED TIME
Review Exercise	15 min
Producing a Presentation	40 min
7.1 Building a Slide Show	15 min
7.2 Running a Slide Show	15 min
Review Exercise	15 min