



Course Features

- Instructor-led training online
- Custom Multimedia presentations
- Live instructor support
- Live virtual labs
- **Free Upgrades**
- **Money-back guarantee***

Live Instructor Support Package

- Participate in our live technical webinars featuring our in-house instructors.
- Speak off-line directly with our instructors.

Live Classroom Training and Remote Virtual Boot Camps

- Customized training solutions for individuals and organizations. Call for information.

Live Virtual Labs

- Login to a virtual machine and practice with real equipment
- Chat with instructors and other students around the world

Also Available

IT Certification Training Course Library Packages

BUOB's IT Training Course Library Subscriptions offer our entire range of training courses at substantial cost savings.

- CompTIA one-year library
- Microsoft one-year library
- Cisco one-year library
- Complete IT one-year library

BUOB Computer Training™ Virtual Classroom for Microsoft Certified Application Specialist:

Office 2010 Training Course

The Microsoft Office Specialist (MOS) Training Package from BUOB Computer Training include expert instructor-led training modules with customized presentations, practice exam simulators and learning supplements for an all-inclusive training program that provides all the benefits of classroom training at your own pace.

BUOB Computer Training's MOS 2010 Training Package includes the following exams:

Microsoft Word 2010	(Exam 77-881)
Microsoft Excel 2010	(Exam 77-882)
Microsoft Access 2010	(Exam 77-885)
Microsoft PowerPoint 2010	(Exam 77-883)
Microsoft Outlook 2010	(Exam 77-884)

The Microsoft Office Specialist (MOS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand 2010 Microsoft Office system products—Microsoft Office Word 2010, Excel 2010, PowerPoint 2010, Access 2010, and Outlook 2010. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification.

BUOB Computer Training's Office 2010 MOS Certification training courses prepare students for the MOS exams by teaching greater skill mastery in each of the individual Microsoft Office 2010 programs. Candidates must pass one or more certification exams in order to earn the MOS credential. The MOS exams provide a valid and reliable measure of technical proficiency and expertise in Microsoft Office 2010 by evaluating the ability to use the advanced features in the products to solve real-world business problems.

BUOB Computer Training offers individual MOS certification training courses for Access 2010, Excel 2010, Outlook 2010, PowerPoint 2010 and Word 2010. As a Microsoft Certified Partner, you can be certain that BUOB Computer Training's comprehensive MCAS training program will provide you with all the tools necessary to successfully prepare for your MCAS certification exam(s). We guarantee it!

**If you fail the same exam covered by BUOB Computer Training's training on two (2) attempts within 180 days of purchase, a refund will be issued for the corresponding training package.*



COURSE OUTLINE

PowerPoint 2010 Curriculum:

- Instructor Introduction
- PowerPoint Overview
- Course Outline
- Introducing the Power Point 2010 Interface
- PowerPoint Window Components
- Working in the PowerPoint Views
- Customizing The Interface
- Keyboard Shortcuts
- Section Review

Beginning a Presentation

- Navigating a Presentation and Editing Slide Text
- Saving Presentations and Converting to 2010 Format
- Managing Versions and Running a Slideshow
- Keyboard Shortcuts
- Section Review

Beginning a New Presentation

- Creating New Presentations
- Adding Slides
- Importing Slides and Modifying the Slide Layout
- Dividing Presentations into Sections
- Selecting, Moving, Copying and Pasting Text
- Keyboard Shortcuts
- Section Review

Formatting Text

- Applying Character Formats
- Using Text Styles
- Formatting Text Paragraphs and Text Placeholders
- Keyboard Shortcuts
- Section Review

Preparing to Deliver a Presentation

- Spell Check and Auto Correct
- Research and Thesaurus
- Transitions
- Speaker Notes, Sending Presentation and Printing Presentations
- Keyboard Shortcuts
- Section Review

Working with Tables and Charts

- Creating a Table and Entering Data
- Navigating in Tables and Linking & Embedding Tables
- Inserting Charts
- Formatting the Chart Layout
- Section Review

Using Multimedia in PowerPoint Presentation

- Adding Pictures and Formatting Pictures
- Insert and Edit Photo Albums
- Clip Art
- Inserting Movies and Sound Clips and Inserting Screenshots
- Keyboard Shortcuts
- Section Review

Working with Autoshapes

- Drawing Basics, Shapes, Word Art and Text Boxes
- Smart Art
- Section Review

Managing PowerPoint Masters

- Viewing, Creating, Applying and Modifying Masters and Layouts
- Headers, Footers and Formatting Bullets
- Modify Notes and Handouts Master and Saving a Custom design
- Section Review

Special Effects Through Animation

- Working with Animations
- The Animation Painter
- Section Review

Delivering a Presentation

- Delivering a Slide Show and Annotation
- Customizing a Slide Show
- Working with Narrations and Slide Timing
- Action Buttons
- Keyboard shortcuts
- Section Review

Collaborating in PowerPoint

- Comments and Saving to the Web
- Broadcasting Slideshows and Slide Libraries
- Sharing a Presentation and Comparing and Merging Changes
- Section Review

Securing and Distributing the Presentation

- Security and Distribution
- Section Review
- Course Review