

*Microsoft® Office PowerPoint 2010: A Lesson Approach* is written to help you master Microsoft PowerPoint. The text takes you step-by-step through the PowerPoint features that you're likely to use in both your professional and personal life.

## Case Study

Learning about the features of PowerPoint is one thing, but applying what you learn is another. That's why a Case Study runs through the text. The Case Study offers the opportunity to learn PowerPoint in a realistic business context. Take the time to read the Case Study about Good 4 U, a fictional business located in New York City. All the documents for this course involve Good 4 U.

## Organization of the Text

The text includes four units. Each unit is divided into smaller lessons. The 14 lessons are each self-contained, but they build on previously learned procedures. This building block approach, together with the Case Study and the features listed next, enables you to maximize the learning process.

## Features of the Text

- Objectives are listed for each lesson.
- The estimated time required to complete each lesson up to the Lesson Applications section is stated.
- Within a lesson, each heading corresponds to an objective.
- Easy-to-follow exercises emphasize learning by doing.
- Key terms are italicized and defined as they are encountered.
- Extensive graphics display screen contents.
- Toolbar buttons and keyboard keys are shown in the text when used.
- Large toolbar buttons in the margins provide easy-to-see references.
- Lessons contain important Notes, useful Tips, and helpful Reviews.
- A Lesson Summary reviews the important concepts taught in the lesson.
- A Command Summary lists the commands taught in the lesson.
- Concepts Review includes true/false, short answer, and critical thinking questions that focus on lesson content.
- Skills Review provides skill reinforcement for each lesson.
- Lesson Applications ask you to apply your skills in a more challenging way.
- On Your Own exercises let you apply your skills creatively.
- Unit Applications give you the opportunity to use the skills you learn throughout a unit.
- A Glossary and an Index are included. An Appendix of Microsoft's certification standards is also available on the OLC at [www.mhhe.com/lessonapproach2010](http://www.mhhe.com/lessonapproach2010).

## Lesson Approach Web Site

Visit the Lesson Approach Web site at [www.mhhe.com/lessonapproach2010](http://www.mhhe.com/lessonapproach2010) to access a wealth of additional materials.

## Conventions Used in the Text

This text uses a number of conventions to help you learn the program and save your work.

- Text to be keyed appears either in **red** or as a separate figure.
- File names appear in **boldface**.
- Options that you choose from tabs and dialog boxes, but that aren't buttons, appear in **green**; for example, "Choose **Print** from the Office menu."
- You're asked to save each document with your initials followed by the exercise name. For example, an exercise might end with this instruction: "Save the document as *[your initials]5-12.*" Your instructor may ask you to name your work with an identifier different from your initials.

## If You Are Unfamiliar with Windows

If you're unfamiliar with Windows, review the next section "Windows Tutorial" before beginning Lesson 1. This tutorial provides a basic overview of Microsoft's operating system and shows you how to use the mouse. You might also want to review "File Management" to get more comfortable with files and folders.

## Screen Differences

As you practice each concept, illustrations of the screens help you follow the instructions. Don't worry if your screen is different from the illustration. These differences are due to variations in system and computer configurations.