

Microsoft® Office PowerPoint® 2010: Level 2

Duration: 1.0 day

Description

This course teaches students how to enhance presentations by using features that transform it into a powerful means of communication. Customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. This class covers how to finalize a presentation and secure it to authenticate its validity.

Audience

This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Prerequisites

To ensure your success, we recommend that you first take one of our introductory courses, such as Microsoft® Office PowerPoint® 2010: Level 1, or have equivalent knowledge and skills.

Topics

CUSTOMIZING THE POWERPOINT ENVIRONMENT

- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint

CUSTOMIZING A DESIGN TEMPLATE

- Set Up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

ADDING SMARTART GRAPHICS TO A PRESENTATION

- Insert SmartArt Graphics
- Modify SmartArt Graphics

ADDING SPECIAL EFFECTS TO A PRESENTATION

- Add Multimedia Elements
- Customize Slide Component Animations

CUSTOMIZING A SLIDE SHOW

- Set Up a Custom Slide Show
- Annotate a Presentation

- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

COLLABORATING ON A PRESENTATION

- Review a Presentation
- Publish Slides to a Slide Library
- Restrict Access to a Shared Presentation
- Share a Presentation Using PowerPoint Web App

SECURING AND DISTRIBUTING A PRESENTATION

- Broadcast a Presentation
- Convert a Presentation into a Video
- Package a Presentation
- Publish a Presentation to Other File Formats
- Secure a Presentation

APPENDIX A: POWERPOINT MOBILE 2010

APPENDIX B: MATH EQUATION SUPPORT