

PowerPoint 2010 Advanced

(1 day course)



Course Description

Course Objective: You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Target Student: 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 Microsoft® Office PowerPoint® 2010 Introduction, or have equivalent knowledge and skills.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

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- customize the PowerPoint environment.
- customize a design template.
- add SmartArt graphics to a presentation.
- add special effects to a presentation.
- customize a slide show.
- collaborate on a presentation.
- secure and distribute a presentation.

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Course Content

Lesson 1: Customizing the PowerPoint Environment

- Topic 1A:** Customize the PowerPoint Interface
- Topic 1B:** Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template

- Topic 2A:** Set Up a Slide Master
- Topic 2B:** Create Custom Slide Layouts
- Topic 2C:** Add Headers and Footers
- Topic 2D:** Modify the Notes Master
- Topic 2E:** Modify the Handout Master

Lesson 3: Adding SmartArt Graphics to a Presentation

- Topic 3A:** Insert SmartArt Graphics
- Topic 3B:** Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

- Topic 4A:** Add Multimedia Elements
- Topic 4B:** Customize Slide Component Animations

Lesson 5: Customizing a Slide Show

- Topic 5A:** Set Up a Custom Slide Show
- Topic 5B:** Annotate a Presentation
- Topic 5C:** Create a Presenter-Independent Slide Show
- Topic 5D:** Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation

- Topic 6A:** Review a Presentation
- Topic 6B:** Publish Slides to a Slide Library
- Topic 6C:** Restrict Access to a Shared Presentation
- Topic 6D:** Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation

- Topic 7A:** Broadcast a Presentation
- Topic 7B:** Convert a Presentation into a Video
- Topic 7C:** Package a Presentation
- Topic 7D:** Publish a Presentation to Other File Formats
- Topic 7E:** Secure a Presentation