Microsoft Office PowerPoint 2010: Level 2
M-PP10L2
Length: 1 days
Price: $275.00

Course Description

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

Upon successful completion of this course students will be able to
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

Course Audience

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

Course Outline

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 PresenterIndependent 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