

Microsoft PowerPoint 2010 Level 2

Overview

Course Objective

You will enhance your presentation with features that will transform it into a powerful means of communication. This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft Office PowerPoint 2010.

Target Student

As a Microsoft Office PowerPoint 2010 user, you are familiar with the basics of creating a presentation, and you are able to convey information effectively in a simple way.

Prerequisites

- Open a presentation
- Save a presentation
- Print a presentation
- Add new slides
- Run a slideshow
- Rearrange the order of the slides
- Apply basic text formatting
- Check the spelling within a presentation

Delegates will learn how to

- Customise the PowerPoint environment.
- Customise a design template.
- Add SmartArt graphics to your presentation.
- Add special effects to a PowerPoint presentation.
- Use the various options to customise slide shows.
- Use PowerPoint to publish slides to a slide library and secure your presentations.
- Secure and distribute presentations

Course Outline

Lesson 1: Customising the PowerPoint Environment

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

Lesson 2: Customising 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 Presentations

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

Lesson 5: Customising a Slide Show Presentation

- Topic 5A: Set Up a Custom 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