



MS OFFICE - POWERPOINT 2010 – LEVEL 2



OVERVIEW

In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.

Duration - 1 Day



WHO SHOULD ATTEND?

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

SUMMARY CONTENT



Lesson 1:

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

Lesson 2:

- 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

Lesson 3:

- Adding SmartArt Graphics to a Presentation
- Insert SmartArt Graphics
- Modify SmartArt Graphics

Lesson 4:

- Adding Special Effects to a Presentation
- Add Multimedia Elements
- Customize Slide Component Animations



Lesson 5:

- 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

Lesson 6:

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

Lesson 7:

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

