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