

Microsoft® Office PowerPoint® 2010: Level 2

Course Description: This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work. During this course students will enhance their presentation by using features that will transform it into a powerful means of communication. Students will customize the PowerPoint interface to suit their requirements and use features to create dynamic and visually appealing presentations. Students will then finalize a presentation and secure it to authenticate its validity.

Course Objective: 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.

Prerequisites: To ensure success, it is recommended that one of Element K's introductory courses, such as Microsoft® Office PowerPoint® 2010: Level 1, is taken first, or equivalent knowledge and skills is possessed.

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

Appendix A: PowerPoint Mobile 2010

Appendix B: Math Equation Support