

Course Length----- 1 Day
Course Format ----- Instructor -Led



Microsoft® Office PowerPoint® 2010 *Advanced*

Course Description

Course Objective: 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.

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.

Prerequisites: To ensure your success, we recommend that you first take one of Element K's introductory courses, such as Microsoft® Office PowerPoint® 2010 : Introduction, or have equivalent knowledge and skills.

Course Objectives

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 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

Course Content (continued on next page)

Course Content (continued)**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

Appendix A: PowerPoint Mobile 2010**Appendix B: Math Equation Support**