



# Microsoft® PowerPoint 2010 Level 2

## Course Description:

In this course, you will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn the advanced features of PowerPoint to create a professional presentation.

## Upon successful completion of this course, students will be able to:

- Customize the PowerPoint environment
- Customize a design template
- Add diagrams to your presentation
- Add special effects to a PowerPoint presentation
- Use the various options to customize slide shows
- Use PowerPoint to publish slides to a slide library and secure your presentations
- Finalize a presentation

**Prerequisite:** PowerPoint 2010 Level 1.

## Course Outline

<p><b>Use Graphics/Photographic Images</b></p> <ul style="list-style-type: none"> <li>• Insert/Crop/Move/Resize/Recolor a graphic</li> <li>• Apply a picture style and shape</li> <li>• Add effects</li> </ul> <p><b>Work with Drawing Objects</b></p> <ul style="list-style-type: none"> <li>• Use the drawing group</li> <li>• Draw an enclosed object</li> <li>• Apply effects/formatting</li> <li>• Align and group objects</li> </ul> <p><b>Use Slide Show View</b></p> <ul style="list-style-type: none"> <li>• Run a slide show</li> <li>• Navigate a slide show</li> <li>• Create a custom show</li> </ul> <p><b>Use Tables</b></p> <ul style="list-style-type: none"> <li>• Create a PowerPoint table</li> <li>• Draw a PowerPoint table</li> <li>• Insert a Word/Excel table</li> <li>• Add table effects and borders</li> <li>• Format table text using Quickstyles</li> </ul>	<p><b>Use SmartArt</b></p> <ul style="list-style-type: none"> <li>• Insert/Format/Resize/Reposition a SmartArt object</li> <li>• Add shapes to a SmartArt object</li> </ul> <p><b>Insert a Photo Album</b></p> <ul style="list-style-type: none"> <li>• Insert pictures from a file</li> <li>• Apply a theme</li> <li>• Customize layout</li> </ul> <p><b>Customize Presentations</b></p> <ul style="list-style-type: none"> <li>• Create a custom layout</li> <li>• Apply a theme and background style</li> <li>• Save a custom theme</li> </ul> <p><b>Apply Special Effects</b></p> <ul style="list-style-type: none"> <li>• Apply an animation scheme</li> <li>• Animate text and objects</li> <li>• Set animation timing</li> <li>• Animate a chart</li> <li>• Insert sounds and video</li> <li>• Change multimedia settings</li> <li>• Insert animated GIF's</li> </ul>	<p><b>Slide Show Setup</b></p> <ul style="list-style-type: none"> <li>• Set automatic slide timings</li> <li>• Set a continuous loop</li> <li>• Hide a slide</li> <li>• Rehearsing slide transition timings</li> </ul> <p><b>Expand a Slide Show</b></p> <ul style="list-style-type: none"> <li>• Create a custom show</li> <li>• Create a hyperlink</li> <li>• Jump to another presentation</li> </ul> <p><b>Present to a Wider Audience</b></p> <ul style="list-style-type: none"> <li>• Embed the fonts</li> <li>• Compress pictures</li> <li>• Send in PDF format</li> </ul> <p><b>Edit Masters</b></p> <ul style="list-style-type: none"> <li>• Edit presentation masters</li> <li>• Edit notes and handout masters</li> </ul> <p><b>Charts</b></p> <ul style="list-style-type: none"> <li>• Create basic and custom charts</li> <li>• Edit charts</li> </ul> <p><b>Export Outlines and Slides</b></p>
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