

Course Outline

- 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 and secure and distribute a presentation.
- 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 Microsoft® Office PowerPoint® 2010 : Level 1, or have equivalent knowledge and skills.

Course Content

1. Customizing the PowerPoint Environment

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

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

3. Adding SmartArt Graphics to a Presentation

- Insert SmartArt Graphics
- Modify SmartArt Graphics

4. Adding Special Effects to a Presentation

- Add Multimedia Elements
- Customize Slide Component Animations

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

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

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