



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Microsoft Office PowerPoint 2010: Level 2

Number of Days: 1

Format: Instructor-Led

Class Code PO10-2

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

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: Level 1, or have equivalent knowledge and skills.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based 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.

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Course Outline

Lesson 1: Customizing the PowerPoint Environment
<ul style="list-style-type: none">■ Topic 1A:Customize the PowerPoint Interface■ Topic 1B:Set Options for Working with PowerPoint
Lesson 2: Customizing a Design Template
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ Topic 3A:Insert SmartArt Graphics■ Topic 3B:Modify SmartArt Graphics
Lesson 4: Adding Special Effects to a Presentation
<ul style="list-style-type: none">■ Topic 4A:Add Multimedia Elements■ Topic 4B:Customize Slide Component Animations
Lesson 5: Customizing a Slide Show
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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