

Microsoft Office PowerPoint 2010: Level 2

Objectives: 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.

Designed for: 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:

Customizing the PowerPoint Environment

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

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

Adding SmartArt Graphics to a Presentation

- Insert SmartArt Graphics
- Modify SmartArt Graphics

Adding Special Effects to a Presentation

- Add Multimedia Elements
- Customize Slide Component Animations

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

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

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

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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