

Course Length ----- 1 Day  
Course Format ----- Instructor -Led  
Course Hours ----- 9:00 a.m. – 5:00 p.m.



## 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