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Learning Solutions



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Microsoft® Office PowerPoint® 2010: Level 2

Course length: 8 hours

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 : Level 1, 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

Topic 1A: Customize the PowerPoint Interface

Topic 1B: Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template

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

Topic 3A: Insert SmartArt Graphics

Topic 3B: Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

Topic 4A: Add Multimedia Elements

Topic 4B: Customize Slide Component Animations

Lesson 5: Customizing a Slide Show

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

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Lesson 6: Collaborating on a Presentation

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

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