



Microsoft® Office PowerPoint® 2010: Level 2

Training Course Content

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. 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 our PowerPoint Level 1 course or have equivalent knowledge and skills.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

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

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