POWERPOINT 2010: LEVEL 2

Available Dates: **Call for Dates**
Class Length: **1 day**
Cost: **$199**
Email Computer Visions about this class

Class Outline:

Description:
This course builds on the skills and concepts taught in PowerPoint 2010: Basic. Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.

This course will help students prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the Basic and Advanced courses for PowerPoint 2010.

Table Of Contents:

Unit 1: Customizing PowerPoint
Topic A: Application settings
Topic B: The Ribbon
Topic C: Custom themes

Unit 2: Using graphics and multimedia
Topic A: Clip art
Topic B: Media clips
Topic C: Animations
Topic D: Photo albums

Unit 3: Customizing SmartArt graphics and tables
Topic A: Customizing SmartArt graphics
Topic B: Customizing tables

Unit 4: Action buttons, custom slide shows, and equations
Topic A: Interactive elements
Topic B: Custom slide shows
Topic C: Equations

Unit 5: Distributing presentations
Topic A: Using comments
Topic B: Finishing a presentation
Topic C: Distributing presentations
Topic D: Broadcasting a slide show online

Unit 6: Integrating Microsoft Office files
Topic A: Building slides from Word outlines
Topic B: Embedding and linking content
Topic C: Working with hyperlinks