

# Microsoft® Office PowerPoint® 2010: Level 2

## Course Specifications

**Course number:** 084593

**Course length:** 1.0 day(s)

## 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 : 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

### **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**