# POWERPOINT 2010 ADVANCED TRAINING



## COURSE LENGTH: 1.0 DAYS

This second and final course in the PowerPoint 2010 training series elevates your PowerPoint 2010 skills to the expert level. This course will also help you prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883).

The PowerPoint 2010 Advanced Training course teaches you how to: customise PowerPoint, work with SmartArt graphics and tables, add and edit multimedia content and interactive elements to slides, integrate PowerPoint with Word and Excel, animate text and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

## POWERPOINT 2010 ADVANCED TRAINING COURSE OUTLINE

### FOREWORD

This PowerPoint 2010 Advanced training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in PowerPoint 2010: Introduction. Participants will customise 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.

Participants will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, participants will integrate PowerPoint with Word and Excel.

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

**Prerequisites:**

PowerPoint 2010: Introduction or equivalent experience.

### OUTCOMES

- ▶ Add, remove & rearrange Quick Access toolbar buttons
- ▶ Customise Ribbon tabs
- ▶ Create & apply custom themes
- ▶ Crop clip art objects
- ▶ Remove background elements in an image
- ▶ Add & edit video & audio clips
- ▶ Animate text
- ▶ Use the Animation Painter to copy & paste effects
- ▶ Resize & format associate shapes
- ▶ Draw tables
- ▶ Modify the design, layout & format of a chart
- ▶ Create & edit custom slide shows
- ▶ Insert, review, delete & print comments
- ▶ Prepare to share a presentation
- ▶ Package a presentation for CD
- ▶ Explore the Broadcast Slide Show feature
- ▶ Create a presentation from a Word outline
- ▶ Embed & link content
- ▶ Create hyperlinks

### MODULES

## Lesson 1: Customising PowerPoint

- Application settings
- The Ribbon
- Custom themes

## Lesson 2: Using graphics and multimedia

- Clip art
- Media clips
- Animations
- Photo albums

## Lesson 3: Customising SmartArt graphics, tables, and charts

- Customising SmartArt graphics
- Customising tables
- Working with Chart Tools

## Lesson 4: Action buttons, custom slide shows, and equations

- Interactive elements
- Custom slide shows
- Equations

## Lesson 5: Distributing presentations

- Using comments
- Finishing a presentation
- Distributing presentations
- Broadcasting a slide show online

## Lesson 6: Integrating Microsoft Office files

- Building slides from Word outlines
- Embedding and linking content
- Working with hyperlinks

**WEB LINKS**

- View this course online