

## Microsoft® Office PowerPoint® 2010: Level 2

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

**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.

**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 Content

#### Lesson 1: Customizing the PowerPoint Environment

- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint

#### Lesson 2: Customizing a Design Template

- Set Up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

#### Lesson 3: Adding SmartArt Graphics to a Presentation

- Insert SmartArt Graphics
- Modify SmartArt Graphics

#### Lesson 4: Adding Special Effects to a Presentation

- Add Multimedia Elements
- Customize Slide Component Animations

#### Lesson 5: Customizing a Slide Show

- Set Up a Custom Slide Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

#### Lesson 6: Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Restrict Access to a Shared Presentation
- Share a Presentation Using PowerPoint Web App

#### Lesson 7: Securing and Distributing a Presentation

- Broadcast a Presentation
- Convert a Presentation into a Video Package
- Publish a Presentation to Other File Formats
- Secure a Presentation