MICROSOFT POWERPOINT 2010 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

Learn the advanced skills needed to create engaging and interactive presentations by attending PD Training's MS PowerPoint 2010 Advanced Training Course.

The advanced training course teaches you how to: customize PowerPoint, create a presentation from a Word outline, share online or package as a CD, modify the design, layout & format of a chart, animate text and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT POWERPOINT 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, 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 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.

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

By the end of this training course, participants will:
- Add, remove & rearrange Quick Access toolbar buttons
- Customize 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: Getting Started
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Action buttons, custom slide shows, and equations
- Interactive elements
- Custom slide shows
- Equations

Lesson 3: Customizing PowerPoint
- Application settings
- The Ribbon
- Custom themes

Lesson 4: Distributing presentations
- Using comments
- Finishing a presentation
- Distributing presentations
- Broadcasting a slide show online

Lesson 5: Using graphics and multimedia
- Clip art
- Media clips
- Animations
- Photo albums

Lesson 6: Integrating Microsoft Office files
- Building slides from Word outlines
- Embedding and linking content
- Working with hyperlinks

Lesson 7: Customizing SmartArt graphics, tables, and charts
- Customizing SmartArt graphics
- Customizing tables
- Working with Chart Tools

Lesson 8: Wrapping Up
- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

WEB LINKS

- View this course online
- In-house Training Instant Quote