

POWERPOINT 2010 ADVANCED

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Microsoft
PowerPoint 2010
Advanced



COURSE LENGTH: 1.0 DAYS

This second and final course in the PowerPoint 2010 series teaches you how to improve your presentation with the help of the advanced features. You will personalize the PowerPoint interface to fit your requirements and utilize the new features to make lively and visually appealing PowerPoint presentations.

This Microsoft PowerPoint 2010 Advanced training course from PD Training promotes your PowerPoint skills to an expert level. After the course, you will be able to create & apply custom themes, add & edit video & audio clips, animate text, draw tables and modify the design, layout & format of a chart and more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft PowerPoint 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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POWERPOINT 2010 ADVANCED COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Advanced training course running in Kuala Lumpur and Malaysia 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 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

- 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: Customizing PowerPoint

- Application settings
- The Ribbon
- Custom themes

Lesson 2: Using graphics and multimedia

- Clip art
- Media clips
- Animations
- Photo albums

Lesson 3: Customizing SmartArt graphics, tables, and charts

- Customizing SmartArt graphics
- Customizing 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](#)
- [In-house Training Instant Quote](#)