

PowerPoint 2010 Level 2 Course Outline

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 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

PowerPoint 2010 Level 2 Course Outline

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