



## Microsoft® Office PowerPoint® 2010: Level 2

### Course Overview

This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work. Participant will enhance your presentation by using features that will transform it into a powerful means of communication. Participant will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. Participant will then finalize a presentation and secure it to authenticate its validity.

### Course Details

|                           |   |
|---------------------------|---|
| Class Duration            | 1 day   |
| Course Price              | \$200 per student. Special group pricing available. |
| Course Materials Provided | Student manual                                      |

### Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office PowerPoint® 2010: Level 1

### Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

Pinnacle Professional Development LLC

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## Microsoft® Office PowerPoint® 2010: Level 2 Course Outline

### 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 Headers and 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

### 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

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