

Course PPT1003: Microsoft PowerPoint 2010 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- PowerPoint 2010 – Basic or Equivalent Experience

Course Outline

Unit 1: Customizing PowerPoint

- Application settings
- The Ribbon
- Custom themes

Unit 2: Using graphics and multimedia

- Clip art
- Media clips
- Animations
- Photo albums

Unit 3: Customizing SmartArt graphics, tables, and charts

- Customizing SmartArt graphics
- Customizing tables
- Working with Chart Tools

Unit 4: Action buttons, custom slide shows, and equations

- Interactive elements
- Custom slide shows
- Equations

Unit 5: Distributing presentations

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

Unit 6: Integrating Microsoft Office files

- Building slides from Word outlines
- Embedding and linking content
- Working with hyperlinks

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes