

Microsoft® Office PowerPoint® 2010: Part 2

Course Specifications

Course Number: ELK91-032_rev2.2

Course Length: 1 day(s)

Course Description

Overview:

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements, and that includes sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But, PowerPoint 2010 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort.

By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Course Objectives:

Upon completing this course, you will be able to customize the PowerPoint 2010 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. You will:

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

Target Student:

This course is intended for students who have a foundational working knowledge of PowerPoint 2010, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Prerequisites:

To ensure success, students should have experience using PowerPoint 2010, running within the Windows 7 operating system, to create, edit, and deliver multimedia presentations. To attain this level of knowledge and skills, you can take the following Logical Operations courses:

- Microsoft® Windows 7: Level 1
- Windows 7: Transition from Windows XP
- Microsoft® Office PowerPoint® 2010: Part 1

Course-specific Technical Requirements

Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9.0c graphics card with 64 MB or higher of video memory recommended
- Audio output device and speakers or headphones
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® 7 Professional with Service Pack 1

Course Content

Lesson 1: Modifying the PowerPoint Environment

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2010 Options

Lesson 2: Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Topic A: Create SmartArt

Topic B: Modify SmartArt

Lesson 4: Working with Media and Animations

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Publish Slides to a Slide Library

Topic C: Share a Presentation on the Web

Lesson 6: Customizing a Slide Show

Topic A: Annotate a Presentation

Topic B: Set Up a Slide Show

Topic C: Create a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Topic E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Broadcast a Slide Show

Topic C: Create a Video or a CD

Appendix A: Microsoft Office PowerPoint 2010 Exam 77-883

Appendix B: Microsoft PowerPoint 2010 Common Keyboard Shortcuts