



The Office Wiz
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE POWERPOINT® 2010: LEVEL 2**

Transform ordinary presentations into powerful masterpieces of communication. This class gives you hands on practice with graphics, templates and other features designed to make your presentations dynamic and visually appealing. You will then finalize a presentation and secure it to authenticate its validity. Learn to:

- Customize the PowerPoint environment.
- Customize a design template.
- Add SmartArt graphics to a presentation.
- Add special effects to a PowerPoint presentation.
- Customize a slide show.
- Collaborate on a presentation.
- Secure and distribute a presentation.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

PowerPoint: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Customizing the PowerPoint Environment

Customize the PowerPoint Interface
Set options for Working with PowerPoint

Lesson 2: Customizing a Design Template

Set Up a Slide Master
Create Custom Slide Layouts
Add Headers and Footers
Modify the Notes Master
Modify the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Insert SmartArt Graphics
Modify SmartArt Graphics

Lesson 4: Adding Special Effects to Presentations
Add Multimedia Elements
Customize Slide Component Animations

Lesson 5: Customizing a Slide Show
Set Up a Custom Show
Annotate a Presentation
Create a Presenter-Independent Slide Show
Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation
Review a Presentation
Publish Slides to a Slide Library
Restrict Access to a Shared Presentation
Topic 6D: Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation
Broadcast a Presentation
Convert a Presentation Into a Video
Package a Presentation
Publish a Presentation to Other File Formats
Secure a Presentation

Appendixes: PowerPoint Mobile 2010 and Math Equation Support

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- 1 GB of RAM is recommended.
- At least 3.5 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- A sound card with speakers.
- A microphone (optional).
- Microsoft® Office Professional Plus 2010.
- Adobe® Reader 8.0 or above.
- Microsoft® Windows® XP Professional with Service Pack 3.

OTHER POWERPOINT CLASSES

- Delivering Effective Presentations