

# Microsoft PowerPoint 2010 – Level 2

Length: 1 day

## Who should attend?

This course is intended for new Microsoft PowerPoint 2010 users.

## Prerequisites

Microsoft PowerPoint 2010 - Level 1

## Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Customize slide layouts, create and use multiple themes, add graphics to backgrounds, and share custom themes between presentations.
- Use copied, imported, linked, and embedded data from other presentations and programs to create presentations.
- Use charts and tables to present data graphically.
- Use graphics and animation effects to enhance presentations, and increase the impact of text and graphics in a presentation.
- Add notes and annotations to slides; and use PowerPoint features to rehearse, package, and prepare slide shows for presentation.

## Course Content

### Building Presentation Themes

Designing Custom Slide Layouts ; Using More Than One Theme in a Presentation ; Customizing Slide Backgrounds ; Sharing Themes Between Presentations ; Adding and Managing Sections ;

### Sharing Information

Copying/Moving Slides and Objects Between Presentations ; Creating Presentations Using Imported Text ; Creating Hyperlinks ; Linking and Embedding Between Microsoft Programs ; Comparing and Merging Presentations ;

### Enhancing Presentations with Charts and Tables

Creating Charts ; Editing Charts and Chart Data ; Linking to Microsoft Excel Charts ; Creating Organization Charts ; Inserting Tables ;

### Enhancing Presentations with Graphics and Animation Effects

Working with Graphics ; Arranging Objects ; Using Graphics Effects ; Using Animation Effects ; Editing Video ;

### Producing Advanced Slide Shows

Creating Notes and Annotations ; Using Hidden Slides and Rehearsing Slide Timings ; Packaging Presentations for CD ;

