

# SOFTWARE TRAINING CENTER

---

## PowerPoint 2010 Level 2

**Duration:** 1 Day

### Course Overview:

You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Who Should Attend:** This course is designed for professionals who will use PowerPoint 2010 to prepare presentations and be more productive in their work.

**Prerequisites:** To ensure your success, we recommend that you first take PowerPoint 2010 : Level 1, or have equivalent knowledge and skills.

### Course Outline:

#### Customizing the PowerPoint Environment

- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint

#### 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

#### Adding SmartArt Graphics to a Presentation

- Insert SmartArt Graphics
- Modify SmartArt Graphics

#### Adding Special Effects to a Presentation

- Add Multimedia Elements
- Customize Slide Component Animations

#### Customizing a Slide Show

- Set Up a Custom Slide Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

#### Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Restrict Access to a Shared Presentation
- Share a Presentation Using PowerPoint Web App

#### 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

#### Appendix A: PowerPoint Mobile 2010

#### Appendix B: Math Equation Support