

MICROSOFT POWERPOINT 2010 ADVANCED

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Microsoft
PowerPoint 2010
Advanced



COURSE LENGTH: 1.0 DAYS

Developing advanced skills in PowerPoint is essential for creating engaging and interactive presentations to avoid the “death by PowerPoint” syndrome.

The PD Training MS PowerPoint 2010 Advanced Training Course is the final course in the series of PowerPoint courses that develops superior skills in PowerPoint such as customisation, using graphics, integration, building custom themes, adding & modifying action buttons, exploring the Broadcast Slide Show feature and much more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

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MICROSOFT POWERPOINT 2010 ADVANCED COURSE OUTLINE

FOREWORD

This PowerPoint 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [PowerPoint 2010: Introduction](#). Participants will customise PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables.

Participants will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, participants will integrate PowerPoint with Word and Excel.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the [Introduction](#) and [Advanced](#) courses for PowerPoint 2010.

Prerequisites:

[PowerPoint 2010: Introduction](#) or equivalent experience.

OUTCOMES

After completing this course participants will be able to:

- ▶ Add, remove & rearrange Quick Access toolbar buttons
- ▶ Customise Ribbon tabs
- ▶ Create & apply custom themes
- ▶ Crop clip art objects
- ▶ Remove background elements in an image
- ▶ Add & edit video & audio clips
- ▶ Animate text
- ▶ Use the Animation Painter to copy & paste effects
- ▶ Resize & format associated shapes
- ▶ Draw tables
- ▶ Modify the design, layout & format of a chart
- ▶ Create & edit custom slide shows
- ▶ Insert, review, delete & print comments
- ▶ Prepare to share a presentation
- ▶ Package a presentation for CD
- ▶ Explore the Broadcast Slide Show feature
- ▶ Create a presentation from a Word outline
- ▶ Embed & link content

- ▶ Create hyperlinks
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MODULES

Lesson 1: Customising PowerPoint

- ▶ Application settings
- ▶ The Ribbon
- ▶ Custom themes

Lesson 2: Using graphics and multimedia

- ▶ Clip art
- ▶ Media clips
- ▶ Animations
- ▶ Photo albums

Lesson 3: Customising SmartArt graphics, tables, and charts

- ▶ Customising SmartArt graphics
- ▶ Customising tables
- ▶ Working with Chart Tools

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

- ▶ Interactive elements
- ▶ Custom slide shows
- ▶ Equations

Lesson 5: Distributing presentations

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

Lesson 6: Integrating Microsoft Office files

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

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)