

Microsoft Office PowerPoint 2010: Advanced (R2)

Course Overview

This course builds on the skills and concepts taught in PowerPoint 2010: Basic. Students will customize 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. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.

Course Outline

Course Introduction 2 m

Unit 01 - Customizing PowerPoint 23m

Topic A: Application Settings
PowerPoint Options Dialog Box
Demo - A-1: Exploring the PowerPoint Options Dialog Box
Add Buttons to the Toolbar
Demo - A-2: Adding Buttons to the Quick Access Toolbar
Remove Buttons from the Toolbar
Demo - A-3: Removing Buttons from the Quick Access Toolbar
Topic B: The Ribbon
Add a Tab to the Ribbon
Add Commands to a Custom Group
Demo - B-1: Customizing the Ribbon
Topic C: Custom Themes
Create a Custom Theme
Demo - C-1: Creating and Applying a Custom Theme
Unit 01 Review

Unit 02 - Using Graphics and Multimedia 45m

Topic A: Clip Art
Crop Clip Art
Demo - A-1: Cropping a Clip Art Object
Remove Simple Backgrounds
Demo - A-2: Removing a Simple Background
The Refine Group
Demo - A-3: Removing a Complex Background
Topic B: Media Clips
Insert a Video From File
Insert Video From Web Site
Demo - B-1: Adding a Video Clip
Demo - B-2: Modifying a Video Clip
Insert Audio from a File
Demo - B-3: Adding an Audio Clip
Topic C: Animations
The Animation Gallery
Demo - C-1: Animating Text and Objects

The Animation Painter
Demo - C-2: Using the Animation Painter
Topic D: Photo Albums
The Photo Album Dialog Box
Demo - D-1: Creating a Photo Album Presentation
Unit 02 Review

Unit 03 - Customizing SmartArt Graphics and Tables

20m

Topic A: Customizing SmartArt Graphics
SmartArt Graphic Layout Types
Demo - A-1: Converting Text to a SmartArt Graphic
Apply a Different Layout
Demo A-2: Applying a Different Layout
Resize Individual Shapes
Demo - A-3: Resizing Associate Shapes
Demo - A-4: Formatting Associate Shapes
Topic B: Customizing Tables
Draw a Custom Table
Topic C: Working with Chart Tools
Demo - C-1: Customizing a Chart Layout
Demo - C-2: Customizing a Chart's Design and Formatting
Unit 03 Review

Unit 04 - Action Buttons, Custom Slide Shows, and Equations

28m

Topic A: Interactive Elements
Add an Action Button
Demo - A-1: Adding Action Buttons
Modify an Action Button
Demo - A-2: Modifying an Action Button
Topic B: Custom Slide Shows
Define Custom Show Dialog Box
Demo - B-1: Creating a Custom Slide Show
Edit a Custom Slide Show
Demo - B-2: Editing a Custom Slide Show
Topic C: Equations
The Equation Gallery
Demo - C-1: Creating a Simple Equation
Unit 04 Review

Unit 05 - Distributing Presentations

1h 02m

Topic A: Using Comments
Add Comments
Demo - A-1: Inserting Comments
Use Tools in the Comments Group
Demo - A-2: Reviewing, Deleting, and Printing Comments
Topic B: Finishing a Presentation
Permissions
Prepare for Sharing
Demo - B-1: Preparing to Share a Presentation
Get a Digital ID Dialog Box

Presentation Passwords
Demo - B-3: Setting an Open Password
Topic C: Distributing Presentations
Demo - C-1: Creating Handouts in Word
Package Presentation for CD
Demo - C-2: Packaging a Presentation for CD
Demo - C-3: Saving Slides as Image Files
Send as Attachment
Create a PDF File
Demo - C-5: Saving a Presentation as a PDF File
Create a Video
Demo - C-6: Saving a Presentation as a Video
Topic D: Broadcasting a Slide Show Online
Broadcast a Slide Show
Broadcast Slide Show Dialog Box
Questions and Answers
Unit 05 Review

Unit 06 - Integrating Microsoft Office Files

33m

Topic A: Building Slides from Word Outlines
Create Slides from a Word Outline
Demo - A-1: Creating a Presentation from a Word Outline
Topic B: Embedding and Linking Content
Embed Documents as Objects
An Embedded Excel Workbook
Demo - B-1: Embedding an Excel Workbook as an Object
Link a Document
The Insert Object Dialog Box
Demo - B-2: Linking an Excel Workbook as an Object
Link Specific Content
The Paste Special Dialog Box
Demo - B-3: Using Paste Special to Create a Link
Topic C: Working with Hyperlinks
Add a Hyperlink
Insert Hyperlink Dialog Box
Unit 06 Review
Course Closure

Total Duration: 3h 32m