1 day course

Who should attend?
This course is intended for participants who are familiar with Microsoft PowerPoint 2010.

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 aPresentation ; 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