

PowerPoint 2010: Intermediate

(Course Number: OFFT-3971)

Topic-Level Outline

Prerequisites: *PowerPoint 2010: Basic* or equivalent experience

Participants 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.

Customizing PowerPoint

- Application settings
- The Ribbon
- Custom themes

Using graphics and multimedia

- Clip art
- Media clips
- Animations
- Photo albums

Customizing SmartArt graphics and tables

- Customizing SmartArt graphics
- Customizing tables

Action buttons, custom slide shows, and equations

- Interactive elements
- Custom slide shows
- Equations

Distributing presentations

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

Integrating Microsoft Office files

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