



RGB Technology Training Center Certified Microsoft Office Specialist (CMOS)

Microsoft Office 2010 PowerPoint Advanced

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description

Course Objective: 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.

Target Student: This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Prerequisites: To ensure your success, we recommend that you first take Microsoft® Office PowerPoint 2010: Introduction, or have equivalent knowledge and skills.

Course Objectives

Upon successful completion of this course, students will be able to:

- ❖ Customize the PowerPoint environment.
 - ❖ Customize a design template.
 - ❖ Add SmartArt graphics to a presentation.
 - ❖ Add special effects to a presentation.
 - ❖ Customize a slide show.
 - ❖ Collaborate on a presentation.
 - ❖ Secure and distribute a presentation.
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Course Content

Lesson 1: Customizing the PowerPoint Environment

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

Lesson 2: 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

Lesson 3: Adding SmartArt Graphics to a Presentation

- ❖ Insert SmartArt Graphics
- ❖ Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

- ❖ Add Multimedia Elements
- ❖ Customize Slide Component Animations

Lesson 5: 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

Lesson 6: 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