



PowerPoint Level 2-Advanced

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 Length

1 day, 8:30 AM to 4:30 PM

Prerequisites

Windows Basics, PowerPoint Basics or equivalent experience

Outline

Unit 1: Customizing PowerPoint

Topic A: Application settings

Topic B: The Ribbon

Topic C: Custom themes

Unit 2: Using graphics and multimedia

Topic A: Clip art

Topic B: Media clips

Topic C: Animations

Topic D: Photo albums

Unit 3: Customizing SmartArt graphics and tables

Topic A: Customizing SmartArt graphics

Topic B: Customizing tables

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

Topic A: Interactive elements

Topic B: Custom slide shows

Topic C: Equations

Unit 5: Distributing presentations

Topic A: Using comments

Topic B: Finishing a presentation

Topic C: Distributing presentations



Topic D: Broadcasting a slide show online

Unit 6: Integrating Microsoft Office files

Topic A: Building slides from Word outlines

Topic B: Embedding and linking content

Topic C: Working with hyperlinks