

Microsoft PowerPoint 2010 Level 2



Length: 1 Day
Technology: MS PowerPoint 2010
Delivery Method: Instructor-led (classroom)

About this Course

This one-day instructor-led course provides students with experience at creating more elaborate presentations in Microsoft Office PowerPoint 2010.

Audience Profile

- ✓ This course is intended for information workers who want to learn intermediate-level PowerPoint 2010 skills.

At Course Completion

After completing this course, students will be able to:

- ✓ Insert tables.
- ✓ Format tables.
- ✓ Insert and update Excel worksheets.
- ✓ Edit pictures.
- ✓ Customize diagrams.
- ✓ Format charts.
- ✓ Arrange graphics.
- ✓ Add WordArt text.
- ✓ Insert symbols and equations.
- ✓ Insert screen clippings.
- ✓ Create hyperlinks.
- ✓ Attach actions to text or objects.
- ✓ Use ready-made animations.
- ✓ Customize animation effects.

- ✓ Insert and play sounds.
- ✓ Insert and play videos.

Course Details

Module 1: Add Sound and Movies

This module explains how to work with audio and video files.

Lessons

- Inserting and Playing Sounds
- Inserting and Playing Videos

Lab : Inserting and Playing Sounds

- Insert, preview, and adjust sounds
- Insert, preview, and adjust videos

Lab : Inserting and Playing Videos

- Insert, preview, and adjust sounds
- Insert, preview, and adjust videos

Module 2: Add Tables

This module explains how to add tables to a PowerPoint presentation and format the tables, and how to insert Microsoft Office Excel worksheets and then update the worksheets.

Lessons

- Inserting Tables
- Formatting Tables
- Inserting and Updating Excel Worksheets

Lab : Formatting Tables

- Create a table and modify its structure
- Format a table
- Insert a worksheet as an embedded object

Lab : Inserting and Updating Excel Worksheets

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Module 3: Fine-Tune Visual Elements

This module explains how to create a photo album and manipulate the pictures in it, how to arrange pictures and drawing graphics on a slide, and how to customize diagrams and format charts.

Lessons

- Editing Pictures
- Customizing Diagrams
- Formatting Charts
- Arranging Graphics

Lab : Customizing Diagrams

- Insert and manipulate photographs in a photo album
- Customize an organization chart
- Format a chart, and save it as a template
- Use various techniques to position graphics

Lab : Formatting Charts

- Insert and manipulate photographs in a photo album
- Customize an organization chart
- Format a chart, and save it as a template
- Use various techniques to position graphics

Lab : Arranging Graphics

- Insert and manipulate photographs in a photo album
- Customize an organization chart
- Format a chart, and save it as a template
- Use various techniques to position graphics

Lab : Editing Pictures

- Insert and manipulate photographs in a photo album
- Customize an organization chart
- Format a chart, and save it as a template
- Use various techniques to position graphics

Module 4: Add Other Enhancements

This module explains how to insert and modify WordArt text, symbols, equations, and hyperlinks, and how to attach actions to text or objects.

Lessons

- Adding WordArt Text
- Inserting Symbols and Equations
- Inserting Screen Clippings
- Creating Hyperlinks
- Attaching Actions to Text or Objects

Lab : Inserting Symbols and Equations

- Create and modify WordArt text
- Insert a symbol, and build an equation
- Insert a screen clipping from a Web site
- Insert hyperlinks to various targets
- Attach actions and sounds to text and action buttons

Lab : Inserting Screen Clippings

- Create and modify WordArt text
- Insert a symbol, and build an equation
- Insert a screen clipping from a Web site
- Insert hyperlinks to various targets
- Attach actions and sounds to text and action buttons

Lab : Creating Hyperlinks

- Create and modify WordArt text
- Insert a symbol, and build an equation
- Insert a screen clipping from a Web site
- Insert hyperlinks to various targets
- Attach actions and sounds to text and action buttons

Lab : Attaching Actions to Text or Objects

- Create and modify WordArt text
- Insert a symbol, and build an equation
- Insert a screen clipping from a Web site
- Insert hyperlinks to various targets
- Attach actions and sounds to text and action buttons

Lab : Adding WordArt Text

- Create and modify WordArt text
- Insert a symbol, and build an equation
- Insert a screen clipping from a Web site
- Insert hyperlinks to various targets
- Attach actions and sounds to text and action buttons

Module 5: Add Animation

This module explains how to animate text and graphics.

Lessons

- Using Ready-Made Animations
- Customizing Animation Effects

Lab : Using Ready-Made Animations

- Apply animations to text and graphics
- Custom animations

Lab : Customizing Animation Effects

- Apply animations to text and graphics
- Custom animations