

## Microsoft PowerPoint 2010 Level 3



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

### About this Course

This one-day instructor-led course provides students with an overview of the more advanced features and functions of Microsoft PowerPoint 2010.

### Audience Profile

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

### At Course Completion

**After completing this course, students will be able to:**

- ✓ Collaborate with other people.
- ✓ Save presentations in other formats.
- ✓ Send presentations directly from PowerPoint.
- ✓ Password-protect presentations.
- ✓ Add and review comments.
- ✓ Merge presentation versions.
- ✓ Create theme colors and fonts.
- ✓ View and change slide masters.
- ✓ Create slide layouts.
- ✓ Save custom design templates.
- ✓ Adapt presentations for different audiences.
- ✓ Rehearse presentations.
- ✓ Prepare presentations for travel.

- ✓ Save presentations as videos.
- ✓ Change default program options.
- ✓ Customize the ribbon.
- ✓ Customize the Quick Access Toolbar.

## Course Details

### Module 1: Share and Review Presentations

This module explains PowerPoint's new coauthoring capabilities, how to save files in other formats, send presentations for review, set permissions to secure presentations, enter comments in a presentation, and merge versions of the same presentation.

#### Lessons

- Collaborating with Other People
- Saving Presentations in Other Formats
- Sending Presentations Directly from PowerPoint
- Password-Protecting Presentations
- Adding and Reviewing Comments
- Merging Presentation Versions

#### Lab : Sending Presentations Directly from PowerPoint

- Create an XPS file
- Send presentations for review
- Set an unencrypted password, and then test it
- Add, edit, delete, and hide comments
- Merge two presentations

#### Lab : Merging Presentation Versions

- Create an XPS file
- Send presentations for review
- Set an unencrypted password, and then test it
- Add, edit, delete, and hide comments
- Merge two presentations

#### Lab : Saving Presentations in Other Formats

- Create an XPS file
- Send presentations for review
- Set an unencrypted password, and then test it
- Add, edit, delete, and hide comments
- Merge two presentations

#### Lab : Password-Protecting Presentations

- Create an XPS file
- Send presentations for review
- Set an unencrypted password, and then test it
- Add, edit, delete, and hide comments
- Merge two presentations

#### Lab : Adding and Reviewing Comments

- Create an XPS file
- Send presentations for review
- Set an unencrypted password, and then test it
- Add, edit, delete, and hide comments
- Merge two presentations

## Module 2: Create Custom Presentation Elements

This module explains how to work with color schemes and font sets, master slides and master layouts, and design templates.

### Lessons

- Creating Theme Colors and Fonts
- Viewing and Changing Slide Masters
- Creating Slide Layouts
- Saving Custom Design Templates

#### Lab : Creating Theme Colors and Fonts

- Create a color scheme and font set, and save them as a theme
- Make changes to slide masters
- Add a layout to the slide master set
- Save a design template, and use it to create a presentation

#### Lab : Viewing and Changing Slide Masters

- Create a color scheme and font set, and save them as a theme
- Make changes to slide masters
- Add a layout to the slide master set
- Save a design template, and use it to create a presentation

#### Lab : Saving Custom Design Templates

- Create a color scheme and font set, and save them as a theme
- Make changes to slide masters
- Add a layout to the slide master set
- Save a design template, and use it to create a presentation

#### Lab : Creating Slide Layouts

- Create a color scheme and font set, and save them as a theme
- Make changes to slide masters
- Add a layout to the slide master set
- Save a design template, and use it to create a presentation

## Module 3: Prepare for Delivery

This module explains how to modify a presentation to show to different audiences, practice giving a presentation and set slide timings, package a presentation to show someplace else, save a presentation as a video.

### Lessons

- Adapting Presentations for Different Audiences
- Rehearsing Presentations
- Preparing Presentations for Travel
- Saving Presentations as Videos

#### Lab : Rehearsing Presentations

- Create a custom slide show, and hide a slide
- Apply equal slide timings; and apply rehearsed timings
- Create a presentation package on a CD
- Create a presentation video

#### Lab : Preparing Presentations for Travel

- Create a custom slide show, and hide a slide
- Apply equal slide timings; and apply rehearsed timings
- Create a presentation package on a CD
- Create a presentation video

### **Lab : Saving Presentations as Videos**

- Create a custom slide show, and hide a slide
- Apply equal slide timings; and apply rehearsed timings
- Create a presentation package on a CD
- Create a presentation video

### **Lab : Adapting Presentations for Different Audiences**

- Create a custom slide show, and hide a slide
- Apply equal slide timings; and apply rehearsed timings
- Create a presentation package on a CD
- Create a presentation video

### **Module 4: Customize PowerPoint**

This module explains how to set up the PowerPoint window to make commands readily available.

#### **Lessons**

- Changing Default Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar

### **Lab : Changing Default Program Options**

- Explore the PowerPoint Options dialog box
- Experiment with ribbon customizations, including custom groups and tabs
- Add two buttons to the Quick Access Toolbar, and then test them

### **Lab : Customizing the Ribbon**

- Explore the PowerPoint Options dialog box
- Experiment with ribbon customizations, including custom groups and tabs
- Add two buttons to the Quick Access Toolbar, and then test them

### **Lab : Customizing the Quick Access Toolbar**

- Explore the PowerPoint Options dialog box
- Experiment with ribbon customizations, including custom groups and tabs
- Add two buttons to the Quick Access Toolbar, and then test them