

### PowerPoint 2010: Advanced

**Code:** CT11-261

**Duration:** 1 day(s)

#### Outline

##### Customising PowerPoint

Application settings

The Ribbon

Custom themes

##### Using graphic and multimedia

Clip art

Media clips

Animations

Photo albums

##### Customising SmartArt graphics and tables

Customising SmartArt graphics

Customising tables

##### Action buttons, custom slide shows and equations

Interactive elements

Custom slide shows

Equations

##### Distributing a presentation

Using comments

Finishing a presentation

Distributing a presentation

Broadcasting a slide show online

##### Integrating Microsoft Office files

Build slides from Word outlines

Embedding and linking content

Working with hyperlinks

#### After completing this course, students will know how to:

- Customise the Quick Access toolbar and the Ribbon; and redesign a presentation by creating a custom design theme.
- Modify images by cropping them and removing background elements; add and edit video and audio clips; apply animation effects; and create a photo album presentation.
- Format SmartArt graphics by changing associate (component) objects; and draw and format custom tables.
- Add interactive elements to a slide by adding and editing action buttons; create customised slide shows by using the Custom Shows dialog box; and create a simple mathematical formula by using the Equation tool.
- Review presentations by using Comments; finish and share presentations by using commands accessed through the File tab; and explore the Broadcast Slide Show feature.
- Generate presentations from Word outlines; add content to slides by embedding or linking content from Word documents or Excel worksheets; and create hyperlinks to Word documents and Excel worksheets.

#### Prerequisites

PowerPoint 2010: Basic, or equivalent experience.