

## POWERPOINT 2010 ADVANCED

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Microsoft  
PowerPoint 2010  
Advanced



**COURSE LENGTH: 1.0 DAYS**

This second and final course in the PowerPoint 2010 series, really helps tie the previous course up and elevate PowerPoint skills to an expert level.

Topics like creating & applying custom themes, adding & modifying action buttons and exploring the Broadcast Slide Show feature, are covered in depth.

This dynamic training course is available now throughout Hong Kong, including Central.

This PowerPoint 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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## POWERPOINT 2010 ADVANCED COURSE OUTLINE

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### FOREWORD

This PowerPoint 2010 Advanced training course running in Central and Hong Kong wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in PowerPoint 2010: Introduction.

Participants 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.

Participants will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, participants will integrate PowerPoint with Word and Excel.

This course will help participants prepare for the Microsoft Office Specialist exam for PowerPoint 2010 (exam 77-883). For comprehensive certification training, students should complete the Introduction and Advanced courses for PowerPoint 2010.

### Prerequisites:

PowerPoint 2010: Introduction or equivalent experience.

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### OUTCOMES

- Add, remove & rearrange Quick Access toolbar buttons
- Customize Ribbon tabs
- Create & apply custom themes
- Crop clip art objects
- Remove background elements in an image
- Add & edit video & audio clips
- Animate text
- Use the Animation Painter to copy & paste effects
- Resize & format associate shapes
- Draw tables
- Modify the design, layout & format of a chart
- Create & edit custom slide shows
- Insert, review, delete & print comments
- Prepare to share a presentation
- Package a presentation for CD
- Explore the Broadcast Slide Show feature
- Create a presentation from a Word outline
- Embed & link content
- Create hyperlinks

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## MODULES

### Lesson 1: Customizing PowerPoint

- Application settings
- The Ribbon
- Custom themes

### Lesson 2: Using graphics and multimedia

- Clip art
- Media clips
- Animations
- Photo albums

### Lesson 3: Customizing SmartArt graphics, tables, and charts

- Customizing SmartArt graphics
- Customizing tables
- Working with Chart Tools

### Lesson 4: Action buttons, custom slide shows, and equations

- Interactive elements
- Custom slide shows
- Equations

### Lesson 5: Distributing presentations

- Using comments
- Finishing a presentation
- Distributing presentations
- Broadcasting a slide show online

### Lesson 6: Integrating Microsoft Office files

- Building slides from Word outlines
- Embedding and linking content
- Working with hyperlinks

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## WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)