

Microsoft PowerPoint 2010 Advanced

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Audience: Take your presentation skills to the next level. Static content in presentations, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

This course is suited for those using Microsoft PowerPoint 2007 and 2010. We run Microsoft PowerPoint 2010.

Microsoft PowerPoint 2010 Advanced

Unit 1: Customizing PowerPoint

Topic A: Application settings

Topic B: Customizing the Ribbon and Quick Access toolbar

Topic C: Create custom themes and apply to presentation

Unit 2: Using graphics and multimedia

Topic A: Crop and remove background from graphics

Topic B: Insert and work with video and media clips

Topic C: Work with and apply animations & painter tool

Topic D: Create a photo album presentation

Unit 3: Customizing SmartArt graphics and tables

Topic A: Customizing SmartArt graphics, converting text, changing layout, resize and format components.

Topic B: Customizing tables with Design & Layout Tab

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

Topic A: Explore the variety of interactive elements to include creating action buttons on the slide and master slide view

Topic B: Create custom slide views

Topic C: Equation tool and options

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:

Microsoft Office PowerPoint 2007 or 2010 Level 1

Microsoft Office PowerPoint 2007 or 2010 Level 2

Course Length: 12 hours *varies, based on need.*

Tuition: \$375

[Click here for Schedule](#)

Assessment & Customization

Call us today at 952.831.2960 or [click here](#) and get started with a complimentary assessment to create a customized learning plan customized to meet your exact learning. **Ask us about certification options.**

Unit 5: Distributing presentations

Topic A: Insert, review, delete and print comments

Topic B: Inspect presentation and compatibility with older versions, mark presentation as final and add a digital signature.

Topic C: Distributing presentations by packing on a cd, converting slides to images, attaching to email, saving as a PDF and as a video file.

Topic D: Broadcasting a slide show online for viewing through a internet browser

Unit 6: Integrating Microsoft Office files

Topic A: Generate a presentation and build slides from Word outlines (suggested to know Outlines in Word)

Topic B: Embedding objects from Excel and Word, along with linking content from Excel and Word

Topic C: Working with hyperlinks

What's Next?? Adobe Creative Suite has many options
60 Days of Post-Course Support

Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.