

Microsoft PowerPoint 2010 – Level 2

Course Introduction

The PowerPoint 2010 – Level 2 course teaches students intermediate to advanced level concepts and features of the Microsoft PowerPoint 2010 application.

In this course, students learn to customize PowerPoint and create professional presentations by building upon the basic skills learned in the PowerPoint 2010 – Level 1 course. They learn to work with slide masters, design templates, and incorporate multimedia effects such as animation, sound, and motion clips into their presentations. Students also learn to apply good design principles, use color effectively, use features that enhance collaboration with others, and save presentations in different formats.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Microsoft PowerPoint 2010 Level 1

Course Aim

To provide an understanding of PowerPoint that goes beyond the basics, in order to create informative, powerful, and memorable business presentations.

Of Interest to

Those who wish to build upon their basic PowerPoint skills in order to create enhanced, professional presentations.

Course Breakdown

Module 1:

Overview of Charts; Creating a Chart; Modifying a Chart; Formatting a Chart; Creating a SmartArt Graphic; Using the Text Pane to Modify a SmartArt Graphic; Modifying the SmartArt Layout; Formatting a SmartArt Graphic

Module 2:

Using Hyperlinks; Modifying Hyperlinks; Using Animation; Animating Charts and SmartArt Graphics; Adding Audio and Video Clips; Formatting Video Clips

Module 3:

Using and Customizing Slide Masters; Customizing Slide Master Themes and Backgrounds; Adding Elements to Slide Masters; Managing Slide Masters; Creating Custom Slide Master Layouts

Module 4:

Modifying Presentation Properties; Creating Custom Themes; Customizing the Quick Access Toolbar; Customizing the PowerPoint Environment; Customizing the Ribbon and the Status Bar

Module 5:

Protecting a Presentation; Using Digital Signatures; Preparing a Presentation for Sharing; Sharing Presentations with Others; Reviewing Presentations; Packaging a Presentation for CD and Saving as a Video

Module 6:

Applying Good Design Principles; Focusing Your Audience; Saving a Presentation in Other Formats

Lab Exercise