

PowerPoint 2007/2010 Level 2

Audience	This course is intended for the person who has experience with PowerPoint and Windows. Students should be able to create and edit text slides, format the presentation with the Slide Master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to teach students to design presentations using pre-designed and customized themes, customize the slide master, create and apply templates, add special effects such as multi-media and custom animations, embed and link objects from other applications such as Excel, and add special features such as diagrams, WordArt, and tables.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Design and apply customized themes■ Use a theme from an existing presentation■ Customize and apply the Slide Master■ Create custom layouts in the Slide Master■ Customize and apply a template■ Add multimedia and custom animation to a presentation■ Create and save a custom slide show■ Insert embedded and linked objects■ Add SmartArt, flow charts, and organization charts■ Create tables on a slide
Length	1 day

I. Designing with Themes

- A. Applying a Theme
- B. Customizing Theme Colors
- C. Customizing Theme Fonts
- D. Applying Theme Effects
- E. Saving and Applying a Custom Theme
- F. Using a Theme from another Presentation
- G. Formatting an Individual Slide

II. Customizing the Slide Master

- A. Slide Master Overview (Review)
- B. Customizing a Slide Master
- C. Formatting an Individual Slide
- D. Creating Custom Layouts
- E. Adding another Slide Master
- F. Using Slide Masters in a Presentation



III. Designing with Templates

- A. What is a Template?
- B. Applying a Template
- C. Creating a Template
- D. (Optional) Saving Slides for Reuse
- E. (Optional) Reusing a Slide in a Slide Library

IV. Special Effects in a Slide Show

- A. Designing a Presentation
- B. Adding Hyperlinks
- C. Creating an Action Button
- D. Adding Sounds to Presentations
- E. Adding Videos/Movies to Presentations
- F. Creating Custom Animations
- G. Rehearsing Timing
- H. Producing Custom Slide Shows

V. Sharing Objects from other Applications

- A. Understanding Shared Objects
- B. Inserting Shared Objects
- C. Pasting a Shared Object
- D. Editing an Embedded Object
- E. Editing a Linked Object
- F. Copying from other Programs
- G. Copying to other Programs
- H. Make a Presentation from an Outline

VI. Using Special Features

- A. SmartArt Overview
- B. Adding and Modifying SmartArt
- C. Inserting Microsoft WordArt
- D. Adding a Table
- E. Modifying a Table
- F. Formatting a Table
- G. Password Protecting a Presentation
- H. What are Add-ins?