

PowerPoint 2010/2013 Level 2

Audience	This course is intended for the person who has basic experience with PowerPoint. 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. New features for PowerPoint 2013 may be covered including giving a presentation online, collaborating on presentations in the cloud and exporting a presentation to video.
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■ (2013) Present a slide show using presenter view■ Insert embedded and linked objects■ (2013 only) Share presentations through online delivery and collaborate on presentations saved on the cloud■ (2013 only) Create a video from a presentation■ (Optional) Add SmartArt, flow charts, and organization charts■ (Optional) Create tables on a slide
Length	1 day

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



II. Customizing the Slide Master

- A. Slide Master Overview (Review)
- B. Customizing a Slide Master
- C. Creating Custom Layouts
- D. Adding another Slide Master
- E. 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. Applying Preset Animations
- E. Adding Sounds to Presentations
- F. (2013) Playing Audio in the Background
- G. (2013) Creating Custom Animations
- H. Adding Videos/Movies to Presentations
- I. Rehearsing Timing
- J. Producing Custom Slide Shows
- K. (2013) Using Presenter View

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. Sharing PowerPoint 2013 Presentations

- A. Delivering the Presentation Online
- B. Saving a Presentation to the Cloud
- C. Conducting Live Collaboration on Presentations in the Cloud
- D. Exporting a Presentation to Video

VII. (Optional) 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?