

1 Days

50540A: Learn Microsoft PowerPoint 2010 Step by Step, Level 3

The Microsoft PowerPoint 2010 Level 2 training is a one-day class that will equip students with the advanced features and functions of Microsoft PowerPoint 2010.

Completion of the course equips the participants with the following skill set:

- Collaborating with other people.
- Saving presentations in other formats.
- Adding and reviewing comments.
- Sending presentations directly from PowerPoint.
- Merging presentation versions.
- Viewing and changing slide masters.
- Creating theme colors and fonts.
- Creating slide layouts.
- Saving custom design templates.
- Preparing presentations for travel.
- Password-protect presentations.
- Rehearsing presentations.
- Saving presentations as videos.
- Changing default program options.
- Customizing the ribbon.
- Customizing the Quick Access Toolbar.
- Adapting presentations for different audiences.

Course Details

Course Outline

Module 1: Share and Review Presentations

In this module, participants will learn PowerPoint's new co-authoring capabilities.

Lessons

- Collaborate with Other People
- Save Presentations in Other Formats
- Send Presentations Directly from PowerPoint
- Password-Protecting Presentations
- Add and Review Comments
- Merge Presentation Versions

Lab: Saving Presentations in Other Formats

Lab: Sending Presentations Directly from PowerPoint

Lab: Password-Protecting Presentations

Lab: Adding and Reviewing Comments

Lab: Merging Presentation Versions

Module 2: Create Custom Presentation Elements

In this module, participants will learn how to work with colour schemes and font sets, master slides and master layouts, and design templates.

Lessons

- Create Theme Colours and Fonts
- View and Change Slide Masters
- Create Slide Layouts
- Save Custom Design Templates

Lab: Creating Theme Colours and Fonts

Lab: Viewing and Changing Slide Masters

Lab: Creating Slide Layouts

Lab: Saving Custom Design Templates

Module 3: Prepare for Delivery

In this module, participants will learn how to modify a presentation to show to different audiences, practice giving a presentation and set slide timings, package a presentation to show someplace else, save a presentation as a video.

Lessons

- Adapt Presentations for Different Audiences
- Rehearse Presentations
- Prepare Presentations for Travel
- Save Presentations as Videos

Lab: Adapting Presentations for Different Audiences

Lab: Rehearsing Presentations

Lab: Preparing Presentations for Travel

Lab: Saving Presentations as Videos

Module 4: Customize PowerPoint

In this module, participants will learn how to set up the PowerPoint window to make commands readily available.

Lessons

- Change Default Program Options
- Customize the Ribbon

- Customize the Quick Access Toolbar

Lab: Changing Default Program Options

Lab: Customizing the Ribbon

Lab: Customizing the Quick Access Toolbar

Who Should Attend

This course is beneficial for information workers who want to learn advanced-level PowerPoint 2010 skills.

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file management skills.
- Basic knowledge of the PowerPoint user interface and presentation creation.

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Date - Apr 26, 2024