

PowerPoint 2010 Advanced

1261

1 day

Outline

Customizing PowerPoint

Application Settings

- Customizing PowerPoint
- Adding buttons to the Quick Access toolbar
- Removing buttons from the Quick Access toolbar
- Rearranging buttons on the Quick Access toolbar

The Ribbon

- Adding tabs to the Ribbon
- Adding commands to a custom group
- Customizing tabs

Custom Themes

- Using modified themes
- Creating themes

Using Graphics & Multimedia

Clip Art

- Editing images
- Cropping clip art
- The remove background tool
- The background removal tab

Media Clips

- Working with video and audio clips
- Video tools
- Audio clips
- Audio tools
- Compressing media

Animations

- Working with animation
- The Animation tab
- The Animation group
- The advanced Animation group
- The timing group
- Working with the Animation pane
- Customizing an Animation effect
- The Animation painter

Photo Albums

- Creating photo album presentations

Customizing SmartArt Graphics, Tables and Charts

Customizing SmartArt Graphics

- Using SmartArt graphics to communicate a message
- Converting text to a SmartArt graphic

Converting an object to a SmartArt graphic

Converting a SmartArt graphic to text or shapes

Applying a different layout

Resizing individual shapes in a SmartArt graphic

Changing associate shapes

Creating Custom Tables

Drawing tables

Using the Table tools/Layout tab

Fine-tuning your table design

Working with Chart Tools

The Chart tools/Layout tab

Other edits

The Chart Tools/Design tab

The Type group

The Data group

Action Buttons, Custom Slide Shows and Equations

Interactive Elements

Working with action buttons

Adding action buttons

Modifying action buttons

Custom Slide Shows

Working with the custom shows feature

Editing custom slide shows

Equations

Distributing Presentations

Using Comments

Working with the Review tools

Adding comments

Comparing presentations

Working with comments

Finishing a Presentation

Getting ready to share a presentation

Digital signatures

Presentation passwords

Distributing Presentations

Using Save & Send

Creating handouts

Saving the presentation outline

Packaging a presentation for CD

Changing the file type

Sending presentations through e-mail

Creating PDF and XPS documents

ExecuTrain Course Outline

Creating videos

Broadcasting a slide show online

Showing your presentation online

Using the broadcast slide show feature

Integrating Microsoft Office Files

Building slides from Word outlines

Using a Word outline to build a presentation

Embedding and linking content

Embedding and linking Office files

Linking specific content

Linking specific content

Working with hypelinks

Creating links to other documents

Hyperlinks