



Microsoft® PowerPoint (Level 2)

Description: Upon successful completion of this course, students will be able to: - customize the PowerPoint environment. - customize a design template. - add diagrams to your presentation. - add special effects to a PowerPoint presentation. - use the various options to customize slide shows. - use PowerPoint to publish slides to a slide library and secure your presentations. - finalize a presentation.

Lesson 1: Customizing the PowerPoint Environment

- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template

- Set Up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

Lesson 3: Adding SmartArt Graphics to a Presentation

- Insert SmartArt Graphics
- Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

- Add Multimedia Elements
- Customize Slide Component Animations

Lesson 5: Customizing a Slide Show

- Set Up a Custom Slide Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Restrict Access to a Shared Presentation
- Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation

- Broadcast a Presentation
- Convert a Presentation into a Video
- Package a Presentation
- Publish a Presentation to Other File Formats
- Secure a Presentation