



Microsoft PowerPoint 2010 Advanced (12 hours)

Customize the PowerPoint Interface

- Customize the Quick Access Toolbar
- Customize Save Options
- Apply Advanced Customization Options

Customizing a Design Template

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

Manipulating Graphics

- Ruler and Gridlines.
- Snapping to the grid and grid spacing.
- Positioning a graphic relative to the top-left corner of a slide.
- Distributing graphics horizontally on a slide.
- Distributing graphics vertically on a slide.
- Cropping a graphic.
- Re-scaling pictures.
- Saving a graphic as a graphics file
- Converting a Clip Art picture to an AutoShape
- Applying a background graphic to slide.

Video and Audio

- Video Brightness and Contrast
- Re-Coloring a Video
- Adding a Poster Frame Image to a Video
- Resetting a Video
- Applying a Video Style
- Playing a Video In a Shape

- Video Special Effects
- Trimming Video
- Video Looping
- Using Audio

Themes

- Applying Themes.
- Modifying a Theme and saving it as a new Theme.
- Setting a Theme as the default theme.
- Deleting a Theme.
- Creating and saving a new presentation template
- Modify a template

Animation

- Animation Effects
- Animation Triggers
- Animation Painter
- Custom Animation Effects
- Custom Animation Sequence
- Animating Chart Columns By Series
- Animating, or Not Animating, the Chart Grid and Legend
- Animating SmartArt

Linking and Embedding

- Action Buttons
- Linking and Updating Objects
- Breaking a Link
- Inserting a Link to a Graphics File
- Embedding Data Into a slide
- Editing or Deleting Embedded Data

Hyperlinks

- Creating and Editing Hyperlinks



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Merging, Comparing & Exporting

- Merging all the slides from one Presentation Into another Presentation
- Comparing Presentations
- Saving a Slide as a graphics File
- Using the Screen Shot Feature

- Setting a Slide Show to use Timings
- Enabling or Disabling Slide Show Animations
- Controlling a Slide Show

Slide Shows

- Custom Slide Shows
- Editing a Custom Slide Show
- Slide Show Transitions and Timings
- Slide Show Looping

Sharing Presentations

- Marking As Final
- Permissions – Encrypting With a Password
- Converting a Presentation to a Video
- Packing For a CD
- Saving As a PDF Format