



PowerPoint 2010 Advanced

You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface and use features to create dynamic and visually appealing presentations.

Using Data from other Applications

- What is Object Linking and Embedding?
- Adding a Microsoft Office Word Table to a Slide
- Adding a Microsoft Office Excel Chart to a Slide

Organizational Charts, Charts, and Tables

- Creating charts in PowerPoint
- Editing and formatting charts
- Creating organizational charts
- Importing charts from Excel or tables from Word

Working with Text in Presentations

- Creating a WordArt Text Block
- Using the Font and Paragraph Groups to Enhance Text
- Using the Format Painter to Copy Text Attributes

Working with Shapes

- Stacking Shapes
- Changing the Level of a Shape
- Applying a Transparent Fill Color to a Shape
- Grouping & Aligning Shapes
- Creating a Three-Dimensional Shapes

Working with Multimedia

- Adding animation to charts, organizational charts, and tables
- Working with graphics and multimedia
- Inserting movies and sound

Creating handouts, Speaker Notes, and Outlines

- Creating handouts and speaker notes
- Sending slides to Microsoft Word to create outlines

Using Action Buttons and Hyperlinks

- Using hyperlinks
- Creating and using action buttons

Effectively Running Presentations

- Using timings vs. manual
- Running presentations using shortcut keys
- Animating multimedia and sounds to run automatically

Set up a Slide Show

- Package for CD
- Presenter view