



PowerPoint 2010 Power User

This trainer-led session is for those who are heavy users of PowerPoint 2010 and need to perform new and advanced tasks of Microsoft PowerPoint 2010.

Setting Program Options

- AutoSave
- Default File Location
- Program Specific Options

Customize Ribbon

- Add/Remove Tabs
- Add/Remove Commands
- Add/Remove Groups
- Reorder Groups/Tabs/Commands

Design Themes

- Modifying
- Saving Custom Themes

Charts

- Create a Chart
- Editing Data
- Modifying Chart Options

Pictures & Graphics

- Using Screen Shot and Screen Clipping
- Modifying Pictures

Animation

- Adding Animation
- Using the Animation Painter
- Using the Animation Pane
- Animating Charts and SmartArt

Transitions

- Adding Transitions
- Setting Transition Timing
- Using Transition Effect Options

Working with Masters

- Understanding the New Slide Masters
- Handout Masters
- Notes Masters

Setting Up the Show

- Rehearse Timings
- Creating Custom Shows