PowerPoint 2010 Level 2
Create and distribute advanced presentations
3 hours

Is this course for you?

You can create and run simple presentations in PowerPoint 2010 and now want to build, run and distribute more complex or interactive PowerPoint presentations.

Pre-requisites

The course assumes that delegates are familiar with:

>   topics covered in the PowerPoint Level 1 course including creating presentations, adding slides and running slide shows

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to create interactive and presentations which run and loop automatically. You will know about the options available for distributing a presentation and be able to use advanced animation tools.

Please let me know if you have company templates available for creating presentations.

*This course could be combined with the Level 2 **Presenting Information** course to make a full-day PowerPoint Intermediate course.*

A handout covering the main course topics will be provided.

Use sections
- Create sections to hold slides
- Re-arrange sections
- Jump to a section during a show

Make a photo album
- Create a presentation from a folder of pictures

Animate a presentation
- Use slide transitions
- Animate objects with custom animation
- Set effect options
- Add multiple animations to an object
- Animate charts and diagrams
- Create a motion path

Make a presentation interactive
- Add a hyperlink to a slide
- Use triggers to run different animations depending where you click
- Use action settings
- Add an action button
- Create a custom show
- Build a menu slide

Use Presenter View
- Set up a laptop to use Presenter View
- Run a presentation

Distribute a show
- Record timings
- Create an unattended show
- Create a movie file from a show
- Save a presentation as a pdf
- Create handouts in Word
- Package a presentation for CD

This is a provisional course outline and may change.