

## Course Outline

# PowerPoint 2010

## Level 2

### Custom Presentation Options

Application Settings  
Add/Remove Buttons on the Quick Access  
Toolbar  
The Ribbon  
Custom Themes

### Graphic and Multimedia Content

Modifying Clip Art  
Media Clips  
Audio Clips  
Animations  
Photo Albums

### Customizing SmartArt Graphics and Tables

Customizing SmartArt Graphics  
Converting Text to SmartArt Graphics  
Changing SmartArt Graphic Layout Styles  
Resizing Associate Shapes  
Customizing Tables  
Working with Chart Tools

PRICE: \$150, including manual

### Action Buttons, Custom Slide Shows and Equations

Interactive Elements  
Modifying Action Buttons  
Custom Slide Shows

### Distributing a Presentation

Using Comments  
Finishing and Sharing a Presentation  
Digital Signatures  
Presentation Passwords  
Distributing a Presentation

### Integrating Microsoft Office Files

Build Slides from a Word Outline  
Embedding and Linking Content  
Working with Hyperlinks