



DEVORE
TECHNOLOGIES



PowerPoint 2010 Advanced

Course Description: Use PowerPoint 2010 to add audio and video to presentations. Learn how to edit video in PowerPoint and use collaboration tools to work with others. Make sure to use the right slide size to present on different screens.

Prerequisites: PowerPoint 2010 Introduction and PowerPoint 2010 Intermediate. Experience creating presentations and working with PowerPoint.

Course Length: 6 hours

Audio

- Insert a sound file
- Insert a sound file as icon
- Set playback options

Video

- Insert video
- Edit and trim video
- Embed online video

Customize a Slide Show Presentation

- Set up a custom show
- Use action buttons for navigation
- Annotate a presentation—Ink
- Create a presenter-independent slide show
- Set up a slide show to repeat automatically

Collaborate on a Presentation

- Review a presentation
- Work with comments
- Reuse slides
- Publish slides to a slide library (SharePoint)
- Share a presentation

Secure and Distribute a Presentation

- Secure presentations
- Package a presentation
- Publish a presentation as a web page

Enhance a presentation

- Photo album
- Screen shot
- Screen clip
- Presentation tips
- Aspect ratio—standard or widescreen
- Equipment requirements

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