



DEVORE
TECHNOLOGIES



PowerPoint 2010 Intermediate

Course Description: Add to your PowerPoint 2010 presentations by learning how to create and design themes, and use more of the graphics tools and features. Work with animating text and objects to capture your audience's attention.

Prerequisites: PowerPoint 2010 Introduction. Experience with the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Course Length: 6 hours

Customize the PowerPoint Environment

- Customize the Quick Access Toolbar
- Customize the Ribbon
- Personalize the PowerPoint interface
- Customize save options

Customize a Design Theme

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add headers and footers
- Modify the Notes Master
- Modify the Handout Master

Advanced Drawing Tools

- Draw shapes
- Format shapes
- Align and distribute
- Group and rotate
- Use ruler, gridlines and guides
- Animate shapes
- Crop picture to a shape

SmartArt

- Create SmartArt Diagrams
- Change colors
- Switch layout
- Text Pane
- Add shapes
- Format SmartArt
- Animation
- Convert SmartArt

Animation

- Charts
- Tables

Custom Animations

- Animate text and objects
- Animation pane
- Set timing
- Effect options
- Animation order
- Animation painter

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