PowerPoint 2010: Advanced (MOS Edition)

Topic-Level Outline

Days: 1
Prerequisites: *PowerPoint 2010: Basic* or equivalent experience

Unit 1: Customizing PowerPoint
- **Topic A:** Application settings
- **Topic B:** The Ribbon
- **Topic C:** Custom themes

Unit 2: Using graphics and multimedia
- **Topic A:** Clip art
- **Topic B:** Media clips
- **Topic C:** Animations
- **Topic D:** Photo albums

Unit 3: Customizing SmartArt graphics, tables, and charts
- **Topic A:** Customizing SmartArt graphics
- **Topic B:** Customizing tables
- **Topic C:** Working with Chart Tools

Unit 4: Action buttons, custom slide shows, and equations
- **Topic A:** Interactive elements
- **Topic B:** Custom slide shows
- **Topic C:** Equations

Unit 5: Distributing presentations
- **Topic A:** Using comments
- **Topic B:** Finishing a presentation
- **Topic C:** Distributing presentations
- **Topic D:** Broadcasting a slide show online

Unit 6: Integrating Microsoft Office files
- **Topic A:** Building slides from Word outlines
- **Topic B:** Embedding and linking content
- **Topic C:** Working with hyperlinks