

# **PowerPoint 2011 – Level 2 Outline**

## **TABLE OF CONTENTS**

### **POWERPOINT 2011 LEVEL 2 – INTRODUCTION**

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT’S NEW IN POWERPOINT 2011?

### **LESSON 1 - CUSTOMIZING A PRESENTATION**

- 1.1 APPLYING A THEME TO A PRESENTATION
- 1.2 MODIFYING THEME COLORS AND FONTS
- 1.3 CREATING CUSTOM THEME COLORS
- 1.4 CREATING A CUSTOM THEME
- 1.5 ADDING BACKGROUND STYLES AND EFFECTS
- 1.6 ADDING A GRAPHIC TO A SLIDE BACKGROUND
- 1.7 MODIFYING A BACKGROUND IMAGE
- 1.8 REARRANGING A PRESENTATION IN SLIDE SORTER VIEW
- 1.9 REARRANGING A PRESENTATION IN NORMAL VIEW
- 1.10 DUPLICATING SLIDES
- 1.11 DELETING SLIDES
- 1.12 WORKING WITH THE SLIDE MASTER

LESSON SUMMARY – CUSTOMIZING A PRESENTATION

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

### **LESSON 2 - ANIMATION TECHNIQUES**

- 2.1 APPLYING ANIMATION TECHNIQUES
- 2.2 SETTING EFFECT OPTIONS
- 2.3 ADDING SLIDE TRANSITIONS
- 2.4 USING TRANSITION TRIGGERS

LESSON SUMMARY – ANIMATION TECHNIQUES

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

### **LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES**

- 3.1 IMPORTING AN EXCEL DOCUMENT INTO A SLIDE
- 3.2 MODIFYING AN EMBEDDED EXCEL CHART
- 3.3 INSERTING A WORD DOCUMENT INTO A SLIDE
- 3.4 ADDING AUDIO TO SLIDES

3.5 ADDING VIDEO TO SLIDES

3.6 FORMATTING VIDEO

LESSON SUMMARY – WORKING WITH DATA FROM OTHER SOURCES

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

## **LESSON 4 - MANAGING AND DELIVERING A PRESENTATION**

4.1 SETTING UP A SLIDE SHOW

4.2 USING SLIDE SHOW NAVIGATION TOOLS

4.3 CREATING ACTION BUTTONS

4.4 REHEARSING TIMING

4.5 MANAGING FILES AND FOLDERS

4.6 CREATING A CUSTOM SLIDE SHOW

4.7 USING PRESENTER TOOLS

LESSON SUMMARY – MANAGING & DELIVERING PRESENTATIONS

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

## **LESSON 5 - PRESENTING ON THE WEB**

5.1 USING HYPERLINKS

5.2 USING ACTIONS FOR NAVIGATION

5.3 SAVING SLIDES AS WEB GRAPHICS

5.4 DELIVERING AN ONLINE BROADCAST

5.5 SAVING A PRESENTATION AS A MOVIE

LESSON SUMMARY – PRESENTING ON THE WEB

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

## **LESSON 6 - WORKGROUP COLLABORATION**

6.1 EMAILING A PRESENTATION

6.2 ADDING AND REVIEWING COMMENTS

6.3 EDITING AND DELETING COMMENTS

6.4 SETTING A DEFAULT FILE LOCATION

6.5 PASSWORD PROTECTING A PRESENTATION

6.6 CHECKING DOCUMENT COMPATIBILITY

6.7 CHANGING PRESENTATION PROPERTIES

LESSON SUMMARY – WORKGROUP COLLABORATION

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

## **CLASS PROJECT – A WEDDING TO REMEMBER**

## **INDEX**