



PowerPoint 2010

Conejo Valley Adult Education
Computer Training Center

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PowerPoint 2010, II

- **Customizing PowerPoint.** Customize the Quick Access toolbar by adding, removing, and rearranging buttons; Customize the Ribbon by adding tabs, groups, and commands; Redesign a presentation by creating and applying a design theme.
- **Modifying Presentations.** Modify a presentation by using a template; Make global changes in a presentation by using Master Slide view.
- **Using Graphics and Multimedia.** Modifying a clip art image by cropping it and editing its background; Add impact to a presentation by adding video and audio clips; Draw attention to specific elements on a slide by applying animation effects; Create a photo album presentation to display photographs.
- **Customizing SmartArt Graphics and Tables.** Format a SmartArt graphic by making changes to associate objects; Create a custom table by drawing a table and formatting it.
- **Action Buttons, Custom Slide Shows, and Equations.** Add interactive elements to a slide by adding action buttons and modifying them; Create customized slide shows by using the Custom Shows dialog box; Create a simple mathematical formula by using the Equation tool and the symbols on the Equation Tools | Design tab.
- **Distributing a Presentation.** Review a presentation by using Comments; Finish a presentation by using the commands on the Info page; Share a presentation by using the commands on the Save & Send page; Explore the Broadcast Slide Show feature.
- **Integrating Microsoft Office Files.** Create a presentation by using a Word outline; Add content to a slide by embedding or linking content from a Word document or an Excel worksheet; Create hyperlinks to Word documents or Excel worksheets.