



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office PowerPoint 2010 Level II – Advanced Training

Student who had attended Microsoft PowerPoint Level I – Essential will find this course extremely useful because you will be able to work with advanced features. Students should know to customize the PowerPoint environment, customize a design template, add SmartArt graphics to a slide, add special effects to a presentation, customize a slide show, collaborate on a presentation and secure and distribute a presentation.

- Customizing the PowerPoint Environment
- Customizing a Design Template
- Adding SmartArt Graphics to a Presentation
- Adding Special Effects to a Presentation
- Customizing a Slide Show
- Collaborating on a Presentation
- Securing and Distributing a Presentation

.....*more detailed outline is available, please e-mail or call!*

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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