PowerPoint 2007 - Level 2

Duration: **1 day**

Overview:

In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements.

Target Audience:

This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of Microsoft® PowerPoint® 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

At Course Completion:

Upon successful completion of this course, students will be able to:

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams to your presentation.
- Add special effects to a PowerPoint presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to publish slides to a slide library and secure your presentations.
- Finalize a presentation.

Module 1: Customizing the PowerPoint Environment

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

Module 2: Customizing a Design Template

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

Module 3: Adding Diagrams to a Presentation

- Create a Diagram
- Modify Diagrams

Module 4: Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animation

Module 5: Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Creating a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

Module 6: Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation

Module 7: Securing and Distributing a Presentation

- Secure Presentations
- Package a Presentation
- Publish a Presentation as a Web Page