

PowerPoint® 2007: Advanced

Course length: 1 day

Course Description: As a PowerPoint 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

Course Objective: You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Target Student: 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.

Prerequisites: PowerPoint 2007 - Introduction

Performance-Based Objectives: 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 collaborate on a presentation.
- ◆ finalize a presentation.

Course Content

Lesson 1: Customizing the PowerPoint Environment

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

Lesson 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

Lesson 3: Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams
- Format Text Placeholders

Lesson 4: Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animation

Lesson 5: Customizing a Slide Show Presentation

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

Lesson 6: Collaborating on a Presentation

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

Lesson 7: Securing and Distributing a Presentation

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