



## ***Microsoft® Office PowerPoint® 2007: Level 2 (Second Edition)***

Course length: 1.0 day(s)

### **Course Description**

As a Microsoft® Office 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 PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows 2000: Introduction
- Microsoft® Office PowerPoint® 2007: Level 1

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **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**

- Topic 1A: Customize the Quick Access Toolbar
- Topic 1B: Personalize the PowerPoint Interface
- Topic 1C: Customize Save Options
- Topic 1D: Apply Advanced Customization Options

### **Lesson 2: Customizing a Design Template**

- Topic 2A: Set Up a Slide Master
- Topic 2B: Customize Slide Layouts
- Topic 2C: Create Custom Themes
- Topic 2D: Add Headers and Footers
- Topic 2E: Modify the Notes Master
- Topic 2F: Modify the Handout Master

### **Lesson 3: Adding Diagrams to a Presentation**

- Topic 3A: Create Diagrams
- Topic 3B: Modify Diagrams

### **Lesson 4: Adding Special Effects to Presentations**

- Topic 4A: Add Multimedia Elements
- Topic 4B: Customize Slide Component Animations

### **Lesson 5: Customizing a Slide Show Presentation**

- Topic 5A: Set Up a Custom Show
- Topic 5B: Annotate a Presentation
- Topic 5C: Create a Presenter-Independent Slide Show
- Topic 5D: Set Up a Slide Show to Repeat Automatically

### **Lesson 6: Collaborating on a Presentation**

- Topic 6A: Review a Presentation
- Topic 6B: Publish Slides to a Slide Library
- Topic 6C: Share a Presentation

### **Lesson 7: Securing and Distributing a Presentation**

- Topic 7A: Secure Presentations
- Topic 7B: Package a Presentation
- Topic 7C: Publish a Presentation as a Web Page