



PowerPoint 2007: Advanced

Overview: This course is designed for students who wish to use PowerPoint features that transform basic presentations into a powerful means of communication. Students will gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery.

Prerequisites: PowerPoint 2007 Introduction or equivalent knowledge.

Course Length: One Day

Lesson 1: Customizing the PowerPoint Environment

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
Customize Bullets
Add Common Slide Information
Modify the Notes Master
Modify the Handout Master

Lesson 3: Adding Diagrams to a Presentation

Create a Diagram
Modify Diagrams

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

Publish Slides to a Slide Library
Share a Presentation

Lesson 7: Finalizing a Presentation

Review a Presentation
Secure Presentations
Publish a Presentation as a Web Page