

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.

Who Should Attend: 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: To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Windows XP: Introduction, Windows 2000: Introduction, and Microsoft® Office PowerPoint® 2007: Level 1.

Benefits of Attendance: Upon 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 Outline:

Customizing the PowerPoint Environment

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

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

Adding Diagrams to a Presentation

Create Diagrams
Modify Diagrams

Adding Special Effects to Presentations

Add Multimedia Elements
Customize Slide Component Animation

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

Collaborating on a Presentation

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

Securing and Distributing a Presentation

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