

Course overview:

PowerPoint 2007 Level 2



Overview and objectives

This one-day course builds on the skills and concepts taught in PowerPoint 2007: Basic. Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.

Target audience

The target student for this course should be comfortable using a personal computer and Microsoft Windows XP or later. You also need to know the basics of using Microsoft PowerPoint 2007. You will get the most out of this course if your goal is to become proficient using PowerPoint's advanced features to create enhanced presentations.

Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the PowerPoint 2007: Basic course or have equivalent experience.

Course objectives

Customize the Quick Access toolbar; create and apply a custom design theme; create a custom template and apply it to a new presentation; and modify a presentation by creating duplicate slide masters, editing a title master, applying different slide masters, and renaming a slide master.

Modify a clip art image by cropping it and changing its color scheme; add sound and movie clips to a presentation; apply animation effects to slide elements; and create a photo album presentation to display photographs.

Format an IGX Graphic by making changes to associate objects, and create a custom table by drawing a table and formatting it.

Add interactive elements to a slide by adding action buttons and modifying them, and create customized slide shows by using the Custom Shows dialog box.

Review a presentation by using Comments; prepare to share a presentation by using the commands in the File, Prepare menu; share a presentation by using the commands in the File, Publish menu; and save a presentation as a Web page.

Create a presentation by using a Word outline; add content to a slide by embedding or linking content from a Word document or an Excel worksheet; and create a link on a slide to other content by creating a hyperlink to a Word document or an Excel worksheet.

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Course contents

Custom presentation options • Application settings • Custom themes • Custom templates • Advanced slide master techniques

Graphic and multimedia content • Modifying clip art • Media clips • Animations • Photo albums

Customizing SmartArt graphics and tables • Customizing SmartArt graphics • Customizing tables

Action buttons and custom slide shows • Interactive elements • Custom slide shows

Distributing a presentation • Comments • Finishing a presentation • Distributing a presentation • Publish as a Web page

Integrating Microsoft Office files • Build slides from a Word outline • Embed and link content • Documents linked with hyperlinks.