



Microsoft® Office PowerPoint® 2007: Level 2

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.

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