

# Microsoft® Office PowerPoint® 2007: Level 2

## Course Specifications

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 presentations, however, will not keep your audience interested. In this course, you will enhance presentations with features 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.

**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

## Course Content

Lesson 1: Customizing the PowerPoint Environment  
Topic 1A: Personalize the PowerPoint Interface  
Topic 1B: Customize Save Options  
Topic 1C: 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: Customize Bullets  
Topic 2E: Add Common Slide Information  
Topic 2F: Modify the Notes Master  
Topic 2G: Modify the Handout Master

Lesson 3: Adding Diagrams to a Presentation  
Topic 3A: Create a Diagram  
Topic 3B: Modify Diagrams

Lesson 4: Adding Special Effects to Presentations  
Topic 4A: Add Multimedia Elements  
Topic 4B: Customize Slide Component Animation

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: Publish Slides to a Slide Library  
Topic 6B: Share a Presentation

Lesson 7: Finalizing a Presentation  
Topic 7A: Review a Presentation  
Topic 7B: Secure Presentations  
Topic 7C: Publish a Presentation as a Web Page

*Are you a pencil pusher trapped in a computer?*

*We can help!*

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