

## ExecuTrain Course Outline

# Microsoft® Office PowerPoint® 2007: Level 2

ET84842

1 day

### 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. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication. 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. 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

Microsoft® Office PowerPoint® 2007: Level 1

### Objectives:

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.

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 publish slides to a slide library and secure your presentations.
- finalize a presentation.

## **Outline:**

### **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

## **Appendix A: Microsoft Office Specialist Program**

