

Course Outline

- Course Objective:** 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; and finalize a presentation.
- Target Student:** 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.
- Prerequisites:** You should have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

Course Content

1. Customizing the PowerPoint Environment

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

2. 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

3. Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

4. Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animations

5. 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

6. Collaborating on a Presentation

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

7. Securing and Distributing a Presentation

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