

## Microsoft® Office PowerPoint® 2007 Level 2 of 2

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

### Course Description

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

#### Customizing the PowerPoint Environment

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

#### 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

#### Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

#### Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animations

#### 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

#### Collaborating on a Presentation

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

#### Securing and Distributing a Presentation

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