

PowerPoint 2007 Advanced

Duration: 1 Day

Course Overview:

In this course, students will learn to utilize design templates and masters, add diagrams, animate slides with special effects, and incorporate advanced presentation delivery techniques. Students will also be introduced to the new SmartArt Graphics, an enhanced tool for diagramming or illustrating processes and hierarchies, as well as new features for collaboration and sharing of presentations.

Students Learn How To:

- Customize the PowerPoint environment
- Customize a design template
- Create and work with diagrams
- Add special effects to a presentation
- Use various options to customize slide shows
- Use SharePoint Server and MS Office Groove to collaborate on a presentation
- Finalize a presentation by reviewing, securing, and publishing

Who Should Attend: Anyone interested in creating powerful visual and audio enhanced presentations using PowerPoint 2007.

Prerequisites: Windows 2000 or XP Introduction and PowerPoint 2007 Introduction or equivalent knowledge.

Course Outline:

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 Animation

Customizing a Slide Show Presentation

Set Up a Custom Show
Annotate a Presentation
Creating 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