

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.

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. 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 ExecuTrain courses or have equivalent knowledge:

- ✓ Windows XP: Introduction
- ✓
- ✓ Microsoft® Office PowerPoint® 2007: Basic
- ✓

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ customize the PowerPoint environment.
- ✓ customize a design template.
- ✓ add diagrams and graphics 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

Unit 1: Custom presentation options

- Topic A: Application settings
- Topic B: Custom themes
- Topic C: Custom templates
- Topic D: Advanced slide master techniques

Unit 2: Graphic and multimedia content

- Topic A: Modifying clip art
- Topic B: Media clips
- Topic C: Animations
- Topic D: Photo albums

Unit 3: Customizing SmartArt graphics and tables

Topic A: Customizing SmartArt graphics

Topic B: Customizing tables

Unit 4: Action buttons and custom slide shows

Topic A: Interactive elements

Topic B: Custom slide shows

Unit 5: Distributing a presentation

Topic A: Comments

Topic B: Finishing a presentation

Topic C: Distributing a presentation

Topic D: Publish as a Web page

Unit 6: Integrating Microsoft Office files

Topic A: Build slides from a Word outline

Topic B: Embed and link content

Topic C: Documents linked with hyperlinks