



551 W. Dimond Blvd
Anchorage, AK 99515
(907) 267-4216

MICROSOFT® OFFICE POWERPOINT® 2007: LEVEL 2

Course Description: As a 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 presentation, 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.

Course Objective: 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.

Course Content

Lesson 1: Customizing the PowerPoint Environment

- Topic 1A: Customize the Quick Access Toolbar
- Topic 1B: Personalize the PowerPoint Interface
- Topic 1C: Customize Save Options
- Topic 1D: 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: Add Headers and Footers
- Topic 2E: Modify the Notes Master
- Topic 2F: Modify the Handout Master

Lesson 3: Adding Diagrams to a Presentation

- Topic 3A: Create Diagrams
- 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: Review a Presentation
- Topic 6B: Publish Slides to a Slide Library
- Topic 6C: Share a Presentation

Lesson 7: Securing and Distributing a Presentation

- Topic 7A: Secure Presentations
- Topic 7B: Package a Presentation
- Topic 7C: Publish a Presentation as a Web Page