

Course ID

M-PWRPT07L2

Course Duration

1 day

Related Courses

Course Title

Microsoft® Office PowerPoint® 2007: Level 2

- Microsoft Office PowerPoint 2007: Level 1 (M-PWRPT07L1, 1 day)

Aimed At

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.

Group Size

5-15

Prerequisites

- Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Windows XP Professional: Level 2 (M-WINXPL2, 1 day)
- Microsoft Office PowerPoint 2007: Level 1 (M-PWRPT07L1, 1 day)

To ensure your success, we recommend you first take one of the above Eogogics courses or have equivalent knowledge.

Course in a Nutshell

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 feature that will transform basic presentations into a powerful means of communication.

This course is one of a series of Eogogics 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.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit

your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To You will learn to 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
Outline**

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

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.