



Microsoft PowerPoint 2007

Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>PowerPoint 2007: Basic, First Look Edition or equivalent experience</p> <p>Course Overview:</p> <p>Customize the Quick Access toolbar; create and apply a custom design theme; create a custom template and apply it to a new presentation; and modify a presentation by creating duplicate slide masters, editing a title master, applying different slide masters, and renaming a slide master.</p> <p>Modify a clip art image by cropping it and changing its color scheme; add sound and movie clips to a presentation; apply animation effects to slide elements; and create a photo album presentation to display photographs.</p> <p>Format an IGX Graphic by making changes to associate objects, and create a custom table by drawing a table and formatting it.</p> <p>Add interactive elements to a slide by adding action buttons and modifying them, and create customized slide shows by using the Custom Shows dialog box.</p>	<p>Review a presentation by using Comments; prepare to share a presentation by using the commands in the File, Prepare menu; share a presentation by using the commands in the File, Publish menu; and save a presentation as a Web page.</p> <p>Create a presentation by using a Word outline; add content to a slide by embedding or linking content from a Word document or an Excel worksheet; and create a link on a slide to other content by creating a hyperlink to a Word document or an Excel worksheet.</p> <p>Outline:</p> <p>Custom presentation options</p> <p>Application settings</p> <p>Custom themes</p> <p>Custom templates</p> <p>Advanced slide master techniques</p> <p>Graphic and multimedia content</p> <p>Modifying clip art</p> <p>Media clips</p> <p>Animations</p> <p>Photo albums</p> <p>Customizing SmartArt graphics and tables</p> <p>Customizing SmartArt graphics</p> <p>Customizing tables</p>	<p>Action buttons and custom slide shows</p> <p>Interactive elements</p> <p>Custom slide shows</p> <p>Distributing a presentation</p> <p>Comments</p> <p>Finishing a presentation</p> <p>Distributing a presentation</p> <p>Publish as a Web page</p> <p>Integrating Microsoft Office files</p> <p>Build slides from a Word outline</p> <p>Embed and link content</p> <p>Documents linked with hyperlinks</p>
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