



# Microsoft Office PowerPoint 2007 Level 2 MSOF-580

## **Course Description:**

This course is designed to further advanced students' skills using Microsoft Office PowerPoint 2007. In this course, students will enhance presentations with features that will transform basic presentations into a powerful means of communication.

## **Course Objectives:**

Upon completion of the course, students will be able to:

- Customize the PowerPoint environment and a design template
- Add diagrams and special effects to a presentation
- Utilize the various options to customize slide shows
- Collaborate on a presentation using PowerPoint
- Finalize a presentation

## **Prerequisites:**

- Familiarity with personal computers, including a mouse and keyboard
- Experience in the Windows environment
- Experience and/or knowledge of Windows XP or Windows 2000
- MSOF-575 Microsoft Office PowerPoint 2007: Level 1 or equivalent knowledge

## **Audience:**

- End Users
- Administrators

## **Course Duration:**

1 Day

## **Course Topics:**

## **I. Customizing the PowerPoint Environment**

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

## **II. 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

## **III. Adding Diagrams to a Presentation**

- Create Diagrams
- Modify Diagrams

## **IV. Adding Special Effects to Presentations**

- Add Multimedia Elements
- Customize Slide Component Animations

## **V. Customizing a Slide Show Presentation**

- Set Up a Custom Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

## **VI. Collaborating on a Presentation**

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation

## **VII. Securing and Distributing a Presentation**

- Secure Presentations
- Package a Presentation
- Publish a Presentation as a Web Page