

PowerPoint 2007: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in PowerPoint 2007: Basic. Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the PowerPoint 2007 exam (77-603). For comprehensive certification training, students should complete PowerPoint 2007: Basic and Advanced.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *PowerPoint 2007: Basic*

Course 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 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

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