

Prerequisites required for taking this course

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. You must have also successfully completed Power Point 2007 Level 1 or had more than 6mo using the software.

Performance Objectives for Microsoft Power Point 2007 Level 2

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams to your presentation.
- Add special effects to a PowerPoint presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to collaborate on a presentation.
- Finalize a presentation.

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 Animations

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