



PowerPoint 2007: Advanced

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.

Course Length

1 day, 8:30 AM to 4:30 PM

Prerequisites

Windows XP: Basic or Windows Vista: Basic or equivalent experience and, PowerPoint 2007 Level 1 or equivalent

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 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

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