

PowerPoint 2007 - Advanced	
Overview	Students will learn further concepts and skills for using PowerPoint 2007.
Pre-requisite	<p>Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge.</p> <p>PowerPoint 2007: Intermediate or equivalent experience</p>
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Customize the Quick Access toolbar; create and apply a custom design theme; create a custom template and apply it to a new presentation; creating duplicate slide masters, editing a title master, applying different slide masters, and renaming a slide master. • Modify a clip art image; add sound and movie clips to a presentation; apply animation effects to slide elements; and create a photo album presentation to display photographs. • Format an IGX Graphic by making changes to associate objects, and create a custom table by drawing a table and formatting it. • Add interactive elements to a slide by adding and modifying action buttons, and create customized slide shows by using the Custom Shows dialog box. • Review a presentation by using Comments and share a presentation. • 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.

Topics covered in the comprehensive manual

Custom presentation options

Application settings
Custom themes
Custom templates
Advanced slide master techniques

Graphic and multimedia content

Modifying clip art
Media clips
Animations
Photo albums

Customizing SmartArt graphics and tables

Customizing SmartArt graphics
Customizing tables

Action buttons and custom slide shows

Interactive elements
Custom slide shows

Distributing a presentation

Comments
Finishing a presentation
Distributing a presentation
Publish as a Web page

Integrating Microsoft Office files

Build slides from a Word outline
Embed and link content
Documents linked with hyperlinks