

# Microsoft Office PowerPoint 2007: Level 2



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## Course Duration: 1 day

**Who should attend:** This course is designed for students who desire to gain the skills necessary to work with design templates, various types of hierarchies, processes, or other diagrams, special effects, web presentations, and advanced presentation delivery. This course also helps in the preparation for the Microsoft Office Specialist exam in Microsoft® PowerPoint® 2007. It is for students who already have knowledge of the basics of Microsoft® PowerPoint® 2007, including slide formatting, and working with tables, charts, images, objects, and presentation preparation.

Before taking this course, it is recommended that students complete the following courses, or possess equivalent knowledge:

- Windows XP: Introduction
- Windows 2000: Introduction
- Microsoft Office PowerPoint 2007: Level 1

In addition, web browsing experience is also strongly recommended.

## Additional Information:

### Course Objectives:

### Course Content can be tailored to clients specific needs

Upon successful completion of this course, students will be able to:

- customize the PowerPoint environment.
- customize a design template.
- create and work with diagrams.
- add special effects to a PowerPoint presentation.
- use the various options to customize slide shows.
- use SharePoint Server and Microsoft Office Groove to collaborate on a presentation by creating slide libraries and reviewal work flows.
- finalize a presentation by reviewing the presentation, securing the presentation, and publishing the presentation.

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## Course Contents

### **Lesson 1: Customizing the PowerPoint Environment**

Topic 1A: Personalize the PowerPoint Interface      Topic 1B: Customize Save Options  
Topic 1C: Apply Advanced Customization  
Options

### **Lesson 2: Customizing a Design Template**

Topic 2A: Explore Custom Template Components      Topic 2B: Set Up a Slide Master  
Topic 2C: Customize Slide Layouts      Topic 2D: Create Custom Themes  
Topic 2E: Customize Bullets      Topic 2F: Add Common Slide Information  
Topic 2G: Modify the Notes Master

### **Lesson 3: Adding Diagrams to a Presentation**

Topic 3A: Create a Diagram      Topic 3B: Modify Diagrams

### **Lesson 4: Adding Special Effects to Presentations**

Topic 4A: Add Multimedia Elements      Topic 4B: Add Animated Transitions  
Topic 4C: Customize Slide Component Animation      Topic 4D: Set the Order of Effects

### **Lesson 5: Customizing a Slide Show Presentation**

Topic 5A: Set Up a Custom Show      Topic 5B: Annotate a Presentation  
Topic 5C: Creating a Presenter-Independent Slide Show      Topic 5D: Set Up a Slide Show to Repeat Automatically

### **Lesson 6: Collaborating on a Presentation**

Topic 6A: Use PowerPoint Slide Library      Topic 6B: Share a Presentation

### **Lesson 7: Finalizing a Presentation**

Topic 7A: Review a Presentation      Topic 7B: Secure Presentations  
Topic 7C: Publish as a Web Page