



Microsoft® Office PowerPoint 2007: Level 2

Course Objective: You will enhance your presentation with features that will transform it into a powerful means of communication. You will customise the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalise a presentation and secure it to authenticate its validity.

Target Student: This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge: Microsoft® Office PowerPoint® 2007: Level 1

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Content

Lesson 1: Customising the PowerPoint Environment

- Topic 1A: Customise the Quick Access Toolbar
- Topic 1B: Personalise the PowerPoint Interface
- Topic 1C: Customise Save Options
- Topic 1D: Apply Advanced Customization Options

Lesson 2: Customising a Design Template

- Topic 2A: Set Up a Slide Master
- Topic 2B: Customise 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: Customise Slide Component Animations

Lesson 5: Customising 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