

Microsoft PowerPoint 2007 (Advanced)

Course Outline

Lesson 1: Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data/ Modify Chart
- Insert and Link a Chart from Microsoft Excel

Lesson 2: Working with Masters

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

Lesson 3: Working with Smart Art Diagrams in a Presentation

- Create Diagrams
- Modify Diagrams

Lesson 4: Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animations

Lesson 5: Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Using Slide Timings
- Set Up a Slide Show to Repeat Automatically

Lesson 6: Security and Distributing a Presentation

- Secure Presentations
- Package a Presentation
- Publish a Presentation as a Web Page

Lesson 7: Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation