

## **Microsoft Powerpoint 2007 - Level 2 Training**

- **Course Number:** PPt2k72
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

This course follows up from our “Microsoft Powerpoint 2007 - Level 1 Training” course.

### **Prerequisites**

Basic computer proficiency and a familiarity with topics covered in our “Microsoft Powerpoint 2007 - Level 1 Training” course is required.

### **Audience**

This course is for anyone who wishes to learn Microsoft Powerpoint 2007.

### **Course Outline**

- Part A
- Course Introduction
- Lesson 1 - Customizing the PowerPoint Environment
- Customizing the PowerPoint Environment
- Default Color Scheme
- Color Scheme Applied
- The PowerPoint Options Dialog Box
- Demo - Customize the Powerpoint Interface
- Lesson 1 Review
- Lesson 2 - Customizing a Design Template
- Customizing a Design Template
- Custom Template
- Demo - Adding a Background Graphic to a Slide Master
- Slide Master
- Demo - Slide Master
- The Reuse Slides Pane
- Slide Masters
- Custom Themes
- Demo - Custom Layouts
- Custom Bullets
- The Bullets And Numbering Dialog Box
- Demo - Customize Bullets
- Common Slide Information
- The Header And Footer Dialog Box
- The Notes Master
- The Handout Master
- Demo - Master Notes and Handouts

- Lesson 2 Review
- Lesson 3 - Adding Diagrams to a Presentation
- Adding Diagrams to a Presentation
- SmartArt Graphics
- Demo - Add Diagrams
- The Choose A SmartArt Graphic Dialog Box
- SmartArt Tools
- Demo - Modify Diagrams
- Lesson 3 Review
- Part B
- Lesson 4 - Adding Special Effects to Presentations
- Adding Special Effects to Presentations
- The Movie Options Group
- Demo - Movies and Sound
- The Clip Art Task Pane
- Custom Animation Task Pane
- The Entrance Custom Animation Effect
- The Emphasis Custom Animation Effect
- The Motion Paths Custom Animation Effect
- The Exit Custom Animation Effect
- Ordering
- Demo - Applying Effects to Text
- Demo - Custom Animation
- Lesson 4 Review
- Lesson 5 - Customizing a Slide Show Presentation
- Customizing a Slide Show Presentation
- Custom Slide Shows
- Slide Show Options
- The Custom Show Dialog Box
- Demo - Custom Slide Show
- Hyperlinks
- Demo - Hyperlinks
- The Action Settings Dialog Box
- Action Buttons
- Demo - Hyperlinks and Action Buttons
- Annotation
- Demo - Annotate a Slide
- Recording Quality
- Record Narration
- The Rehearse Timings Feature
- Information Kiosks
- Lesson 5 Review
- Lesson 6 - Collaborating on a Presentation
- Collaborating on a Presentation
- Some Definitions....
- The Publish Slides Dialog Box
- Information Rights Management
- Rights-Protected Presentation
- Demo - Limit Editing of Slide Content
- Lesson 6 Review
- Lesson 7 - Finalizing a Presentation
- Finalizing a Presentation

- Review Tab: Comments
- Review Tab: Research Task Pane
- Review Tab: Thesaurus
- Password-Protected Presentation
- Standard File Properties
- Advanced File Properties
- Digital Signatures
- Get A Digital ID Dialog Box
- The Document Inspector Dialog Box
- The Mark As Final Feature
- The Publish As Web Page Dialog Box
- Demo - Finalizing a Presentation
- Demo - Publish a Presentation as a Web Page
- Lesson 7 Review
- Course Closure