

Microsoft Office PowerPoint 2007: Level 2

Objectives: You will use Microsoft Office PowerPoint 2007 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences.

Designed for: This course is designed for learners who desire to gain the skills necessary to work with design templates, Web presentations, adding special effects and advanced presentation delivery. Learners will already have knowledge of the basics of Microsoft PowerPoint 2007, including slide formatting, working with tables, images, and objects, charting data, and presentation preparation.

Pre-requisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge: Windows XP: Introduction; PowerPoint 2007: Level 1

Course Content:

Customizing the PowerPoint Environment

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

Customizing a Design Template

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

Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animation

Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

Collaborating on a Presentation

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

Securing and Distributing a Presentation

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

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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