



To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com

Microsoft Office PowerPoint 2007: Level 2

Course Description

As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

Course Objective: You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize 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. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

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

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

Duration: 1.00 Day(s)

Certification

Certification: Microsoft Certified Application Specialist – PowerPoint® 2007

This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Performance-Based Objectives

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

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams to your presentation.

- Add special effects to a PowerPoint presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to collaborate on a presentation.
- Finalize a presentation.

Course Content

Lesson 1: Customizing the PowerPoint Environment

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

Lesson 2: 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

Lesson 3: Adding Diagrams to a Presentation

Create Diagrams
 Modify Diagrams

Lesson 4: Adding 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
 Create a Presenter-Independent Slide Show
 Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation

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

Lesson 7: Securing and Distributing a Presentation

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

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