



Microsoft® Office PowerPoint® 2007: Level 2 (Second Edition)

Course Overview

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 Microsoft® PowerPoint® 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation. Participant will enhance your presentation with features that will transform it into a powerful means of communication. Participant will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. Participant will then finalize a presentation and secure it to authenticate its validity.

Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office PowerPoint® 2007: Level 1

Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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Microsoft® Office PowerPoint® 2007: Level 2 (Second Edition) Course Outline

Lesson 1: Customizing the PowerPoint Environment

- **Topic 1A:** Customize the Quick Access Toolbar
- **Topic 1B:** Personalize the PowerPoint Interface
- **Topic 1C:** Customize Save Options
- **Topic 1D:** Apply Advanced Customization Options

Lesson 2: Customizing a Design Template

- **Topic 2A:** Set Up a Slide Master
- **Topic 2B:** Customize 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:** Customize Slide Component Animation

Lesson 5: Customizing 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

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