

## Course Outline

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### Microsoft PowerPoint Advanced



**Duration:** 1 day (6 hours)

#### Learning Objectives:

- Customize the Quick Access toolbar; create and apply a custom design theme; create a custom template and apply it to a new presentation; and modify a presentation by creating duplicate slide masters, editing a title master, applying different slide masters, and renaming a slide master.
- Modify a clip art image by cropping it and changing its color scheme; add sound and movie clips to a presentation; apply animation effects to slide elements; and create a photo album presentation to display photographs.
- Format an IGX Graphic by making changes to associate objects, and create a custom table by drawing a table and formatting it.
- Add interactive elements to a slide by adding action buttons and modifying them, and create customized slide shows by using the Custom Shows dialog box.
- Review a presentation by using Comments; prepare to share a presentation by using the commands in the File, Prepare menu; share a presentation by using the commands in the File, Publish menu; and save a presentation as a Web page.
- Create a presentation by using a Word outline; add content to a slide by embedding or linking content from a Word document or an Excel worksheet; and create a link on a slide to other content by creating a hyperlink to a Word document or an Excel worksheet.

#### Certification Track

This course is designed to help you pass the Microsoft Certified Application Specialist exam for PowerPoint 2007. For comprehensive certification training, you should complete both of the following courses: PowerPoint 2007: Basic and PowerPoint 2007: Advanced.

#### Target Audience:

The target student for this course should be comfortable using a personal computer and Microsoft Windows XP or later. You also need to know the basics of using Microsoft PowerPoint 2007. You will get the most out of this course if your goal is to become proficient using PowerPoint's advanced features to create enhanced presentations.

#### Prerequisites:

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the PowerPoint 2007: Basic course or have equivalent experience.

## Topics Covered:

- Custom presentation options
  - Application settings
  - Custom themes
  - Custom templates
  - Advanced slide master techniques
- Graphic and multimedia content
  - Modifying clip art
  - Media clips
  - Animations
  - Photo albums
- Customizing SmartArt graphics and tables
  - Customizing SmartArt graphics
  - Customizing tables
- Action buttons and custom slide shows
  - Interactive elements
  - Custom slide shows
- Distributing a presentation
  - Comments
  - Finishing a presentation
  - Distributing a presentation
  - Publish as a Web page
- Integrating Microsoft Office files
  - Build slides from a Word outline
  - Embed and link content
  - Documents linked with hyperlinks
  - Hyperlinks