

## **PowerPoint 2007 Advanced**

### **1 Day Course**

#### *Objectives*

By the end of the day you will know how to:

- Use advanced custom templates
- Create customer themes
- Modify clip art
- Create photo albums
- Customise graphics and tables
- Create hyperlinks and use action buttons
- Distribute a presentation
- Build web pages from presentations
- Embed content from other applications including video

#### *Prerequisites*

Attended our introduction to PowerPoint course or have equivalent experience

#### *Course Contents*

Unit 1: Custom presentation options  
Topic A: Application settings  
Topic B: Custom themes  
Topic C: Custom templates  
Topic D: Advanced slide master techniques

Unit 2: Graphic and multimedia content  
Topic A: Modifying clip art  
Topic B: Media clips  
Topic C: Animations  
Topic D: Photo albums

Unit 3: Customizing SmartArt graphics and tables  
Topic A: Customizing SmartArt graphics  
Topic B: Customizing tables

Unit 4: Action buttons and custom slide shows  
Topic A: Interactive elements  
Topic B: Custom slide shows

Unit 5: Distributing a presentation  
Topic A: Comments  
Topic B: Finishing a presentation  
Topic C: Distributing a presentation  
Topic D: Publish as a Web page

Unit 6: Integrating Microsoft Office files  
Topic A: Build slides from a Word outline  
Topic B: Embed and link content  
Topic C: Documents linked with hyperlinks