

PowerPoint 2007 - Level 2

Course Outline

This course builds on the skills developed in PowerPoint 2007, Level 1 to create effective presentations using charts, tables, graphics and photos. The new SmartArt features are covered as well as applying special effects and customizing the slide show.

This course also covers sharing work with others via CD or the Internet and securing your work. Students will also learn advanced Chart techniques and customizing slideshows and handouts.

Prerequisites:

PowerPoint 2007, Level 1

Objectives:

- Create Basic Charts
- Use Tables
- Use SmartArt
- Insert a Photo Album
- Customize Presentations
- Apply Special Effects
- Set up the Slide Show
- Expand a Slide Show
- Present to a Wider Audience
- Edit Presentation Masters
- Edit Notes and Handout Masters
- Create Custom Charts
- Edit Charts
- Export Outlines and Slides