

# Microsoft® Office PowerPoint 2007 – Level II

## Course Description

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Microsoft Office PowerPoint 2007 Level II introduces students to intermediate skill sets for information workers using a presentation program. You will learn how to work with slide masters for a consistent look in the presentation, set up animation schemes or customized animation for specific objects, create speaker notes or handouts, run or customize the slide show, use data from other sources in PowerPoint or export from PowerPoint to Word, and collaborate with others on presentations.

## Who Should Attend

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This course is a continuation of the Microsoft Office PowerPoint 2007 – Level I courseware, in which you were introduced to the basic concepts and skills required for creating presentations. The course assumes that students have completed the Microsoft Office PowerPoint 2007 Level I course or have equivalent knowledge and experience.

## Course Objectives

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After completing this course, you will be able to:

- create, modify and manipulate slide masters
- format a slide masters theme, background and color
- add, remove and modify animations
- add, remove and modify custom animations
- create notes and handouts
- print the presentation and use various printing options
- set up and run the slide show
- use slide show presentation tools
- determine slide transitions and settings
- create a presentation from outlines
- import slides from another presentation
- insert hyperlinks, action buttons, media clips, and sounds
- view and manage markups
- insert, modify and delete comments
- add a digital signature or password to protect a presentation
- remove hidden data and personal information from your presentation
- create self-running presentations
- publish a presentation to a web server
- use the Package for CD feature

## Courseware Outline

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### Lesson 1: Working with Slide Masters

Lesson Objectives  
Using Slide Masters  
Formatting a Slide Master  
Lesson Summary  
Review Questions

### Lesson 2: Using Animations

Lesson Objectives  
Inserting Animations  
Customizing Animations  
Lesson Summary  
Review Questions

### Lesson 3: Finalizing the Presentation

Lesson Objectives  
Creating Notes  
Creating Handouts  
Previewing the Presentation  
Printing slides

Running the Slide Show  
Setting Slide Show Options  
Lesson Summary  
Review Questions

### Lesson 4: Using External Content

Lesson Objectives  
Creating Presentations from Outlines  
Creating Presentations from Word Outlines  
Reusing Slides from an Existing Presentation  
Inserting Hyperlinks  
Inserting Media Clips  
Copying Elements on Slides  
Lesson Summary  
Review Questions

### Lesson 5: Collaborating and Sharing Presentations

Lesson Objectives  
Reviewing Presentations  
Protecting Presentations  
Saving With Specific File Types  
Packaging Presentations for a CD  
Lesson Summary  
Review Questions

### Lesson 6: Preparing and Rehearsing the Presentation

Lesson Objectives  
Customizing the Slide Show  
Rehearsing the Presentation  
Lesson Summary  
Review Questions

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## Appendices

Appendix A: Prerequisites

Appendix B: Answers to Review  
Questions

Appendix C: Microsoft Office  
PowerPoint 2007 Exam  
Objectives

Appendix D: Glossary of Terms

Appendix E: Index

**SLATE TRAINING CENTRE**