

PowerPoint 2007:

Advanced

Topic-Level Outline

Days: 1

Prerequisites: PowerPoint 2007: Basic, or equivalent experience

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