

# PowerPoint 2007 Master

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007

## Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

## Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

## Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

## Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

## Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

## Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

## Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

## Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation

## Customizing the PowerPoint Environment

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

## Customizing a Design Template

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

## Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

## Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animation

## Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

## Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation

## Securing and Distributing a Presentation

- Secure Presentations
- Package a Presentation
- Publish a Presentation as a Web Page