



Software Learning Centers

1645 S.E Port St. Lucie Blvd

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*A Division of Moore Solutions inc*

## Microsoft® Office PowerPoint® 2007: Level 2

### Course Specifications

Course number: 084842

Software: Microsoft® Office PowerPoint® 2007

Course length: 1.0 day(s)

Certification: PowerPoint® 2007 MS Specialist

### Course Description

As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation, and you are able to convey information effectively in a simple way. Static content in presentations, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication.

**Course Objective:** You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Target Student:** This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of Microsoft® PowerPoint® 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Windows XP: Introduction
- Windows 2000: Introduction
- Microsoft® Office PowerPoint® 2007: Level 1

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

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This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A Pentium IV 1.5 GHz processor (2 GHz recommended).
- A minimum of 256 MB of RAM; 512 MB of RAM is recommended.
- A 10 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM or DVD drive.
- A mouse or other pointing device.
- A VGA or higher video adapter and monitor. Recommended monitor resolution is 1024 x 768.
- Network cards and cabling for local network access.
- Internet Explorer 6.0 (see your local network administrator).
- A sound card.
- A microphone.
- A projection system to display the instructor's computer screen.

For this course, you will need one computer to be a classroom server:

- A Pentium IV 2 GHz processor.
- 1 to 2 GB of RAM.
- 12 GB of free space.
- A DVD drive, either local or network accessible.
- A VGA or higher video adapter and monitor.
- Network cards and cabling for local network access.

## Platform Requirements

- Windows XP
- Windows Server 2003, Enterprise Edition

## Software Requirements

- Microsoft Windows Server® 2003, Enterprise Edition
- Microsoft® Office Professional Edition 2007
- Windows XP Professional with Service Pack 2

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- SQL Server 2000
- Microsoft Office SharePoint® Server 2007 (optional)
- Windows Rights Management Services with SP2

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- customize the PowerPoint environment.
- customize a design template.
- add diagrams to your presentation.
- add special effects to a PowerPoint presentation.
- use the various options to customize slide shows.
- use PowerPoint to publish slides to a slide library and secure your presentations.
- finalize a presentation.

## Course Content

### Lesson 1: Customizing the PowerPoint Environment

Topic 1A: Personalize the PowerPoint Interface

Topic 1B: Customize Save Options

Topic 1C: Apply Advanced Customization Options

### Lesson 2: Customizing a Design Template

Topic 2A: Set Up a Slide Master

Topic 2B: Customize Slide Layouts

Topic 2C: Create Custom Themes

Topic 2D: Customize Bullets

Topic 2E: Add Common Slide Information

Topic 2F: Modify the Notes Master

Topic 2G: Modify the Handout Master

### Lesson 3: Adding Diagrams to a Presentation

Topic 3A: Create a Diagram

Topic 3B: Modify Diagrams

### Lesson 4: Adding Special Effects to Presentations

Topic 4A: Add Multimedia Elements

Topic 4B: Customize Slide Component Animation

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### **Lesson 5: Customizing a Slide Show Presentation**

- Topic 5A: Set Up a Custom Show
- Topic 5B: Annotate a Presentation
- Topic 5C: Create a Presenter-Independent Slide Show
- Topic 5D: Set Up a Slide Show to Repeat Automatically

### **Lesson 6: Collaborating on a Presentation**

- Topic 6A: Publish Slides to a Slide Library
- Topic 6B: Share a Presentation

### **Lesson 7: Finalizing a Presentation**

- Topic 7A: Review a Presentation
- Topic 7B: Secure Presentations
- Topic 7C: Publish a Presentation as a Web Page

### **Appendix A: Microsoft Office Specialist Program**

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