

## MS PowerPoint 2007 Advanced



6 Hours of Instruction  
\$225

**Course Description:** Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.

## Course Content

### Custom presentation options

- Application settings
- Custom themes
- Custom templates
- Advanced slide master techniques

### Graphic and multimedia content

- Modifying clip art
- Media clips
- Animations
- Photo albums

### Customizing SmartArt graphics and tables

- Customizing SmartArt graphics
- Customizing tables

### Action buttons and custom slide shows

- Interactive elements
- Custom slide shows

### Distributing a presentation

- Comments
- Finishing a presentation
- Distributing a presentation
- Publish as a Web page

### Integrating Microsoft Office files

- Build slides from a Word outline
- Embed and link content
- Documents linked with hyperlinks