

## POWERP02: Microsoft PowerPoint 2007 Level 2

**Course Length:** 1 day

**Instructional Methodology:** Instructor-led computer lab with hands-on exercises

**Course Description:** This course teaches advanced-level functions and features of PowerPoint. Students will learn how to use custom themes and templates, work with clip art, media clips and animation. They'll also learn advanced techniques for working with table and graphics, and finishing and distributing a presentation. Finally, they'll learn how to integrate PowerPoint with other Microsoft Office programs.

### Course Outline

#### **Custom Presentations Options**

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

#### **Graphic and Multimedia Content**

- Modifying clip art
- Media clips
- Animation
- 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

To register call 621-7724

Or register online at [www.outreachcollege.arizona.edu/comped](http://www.outreachcollege.arizona.edu/comped)