

## Course PPT0703: Microsoft PowerPoint 2007 – Advanced Level

**One Day, Instructor Led**

### Pre-requisites

- PowerPoint 2007 - Basic

---

### Course Details

#### Unit 1: Custom presentation options

- Application settings
- Custom themes
- Custom templates

#### Unit 2: Graphic and multimedia content

- Modifying clip art
- Media clips
- Animations

#### Unit 3: SmartArt graphics and tables

- Customizing SmartArt graphics
- Customizing tables

#### Unit 4: Action buttons and custom slide shows

- Interactive elements
- Custom slide shows

#### Unit 5: Distributing a presentation

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

#### Unit 6: Integrating Microsoft Office files

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

### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note