

PowerPoint 2007 Advanced Ref: PP27AV

Days of training: 1

Prerequisites: PowerPoint 2007: Basic, or equivalent experience

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