



Course Outline

Microsoft® PowerPoint 2007-2010 Level 2

Lesson 1: Customizing the PowerPoint Environment

- Topic 1A: Customize the Quick Access Toolbar
- Topic 1B: Personalize the PowerPoint Interface
- Topic 1C: Customize Save Options
- Topic 1D: 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: Add Headers and Footers
- Topic 2E: Modify the Notes Master
- Topic 2F: Modify the Handout Master

Lesson 3: Adding Diagrams to a Presentation

- Topic 3A: Create Diagrams
- Topic 3B: Modify Diagrams

Lesson 4: Adding Special Effects to Presentations

- Topic 4A: Add Multimedia Elements
- Topic 4B: Customize Slide Component Animation

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: Review a Presentation
- Topic 6B: Publish Slides to a Slide Library
- *Topic 6C: Share a Presentation using PowerPoint Web App*

Lesson 7: Securing and Distributing a Presentation

- Topic 7A: Secure Presentations
- Topic 7B: Package a Presentation
- Topic 7C: Publish a Presentation as a Web Page
- *Topic 7D: Broadcast a Presentation*
- *Topic 7E: Convert a Presentation into a Video*

Note: Features in italics are specific to PowerPoint 2010.