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**Microsoft®**  
**GOLD CERTIFIED**

Partner

**isett seta**  
COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR  
Accreditation No.: ACC02 000 077

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## PowerPoint 2007: Level 2 [MCAS Certified] + CertBlaster & CBT

**Publisher:** CourseILT

**Code:** 1423918290

**ISBN:** 1423918290

**Version:** 1

**Course Length:** 1-day (6+ hours)

**Prerequisites:** PowerPoint 2007: Level 1

**What's in PowerPoint 2007: Level 2 [MCAS Certified] + CertBlaster & CBT:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in PowerPoint 2007: Level 1. 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. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the PowerPoint 2007 exam (70-603). For comprehensive certification training, students should complete PowerPoint 2007: Level 1 and 2.

### Topic-Level Outline

#### Unit 1 : Custom presentation options

*Topic A: \* Application settings*

- A-1: Exploring the PowerPoint Options dialog box
- A-2: Adding buttons to the Quick Access toolbar
- A-3: Removing and rearranging buttons

*Topic B: \* Custom themes*

- B-1: Creating and applying a custom theme

*Topic C: \* Custom templates*

- C-1: Creating a custom template
- C-2: Using a custom template

*Topic D: \* Advanced slide master techniques*

- D-1: Duplicating a slide master
- D-2: Editing a duplicate slide master
- D-3: Switching between slide masters
- D-4: Renaming a slide master

#### Unit 2 : Graphic and multimedia content

*Topic A: \* Modifying clip art*

- A-1: Cropping a clip art object
- A-2: Modifying clip art colors, background fills, and lines

*Topic B: \* Media clips*

- B-1: Adding a movie clip
- B-2: Adding a sound clip

*Topic C: \* Animations*

- C-1: Animating an object
- C-2: Reordering the effects in a slide

*Topic D: \* Photo albums*

- D-1: Creating a photo album presentation

#### Unit 3 : Customizing SmartArt graphics and tables

*Topic A: \* Customizing SmartArt graphics*

- A-1: Converting text to SmartArt graphics
- A-2: Changing SmartArt graphic layout styles
- A-3: Resizing associate shapes
- A-4: Formatting associate objects

*Topic B: \* Customizing tables*

- B-1: Drawing a table
- B-2: Designing the table layout
- B-3: Finishing the table design

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

*Topic A: \* Interactive elements*

- A-1: Adding an action button
- A-2: Modifying an action button

*Topic B: \* Custom slide shows*

- B-1: Creating a custom slide show
- B-2: Editing a custom slide show

#### Unit 5 : Distributing a presentation

*Topic A: \* Comments*

- A-1: Inserting comments
- A-2: Reviewing, deleting, and printing comments

*Topic B: \* Finishing a presentation*

- B-1: Preparing to share a presentation
- B-2: Adding a digital signature
- B-3: Setting an open password

*Topic C: \* Distributing a presentation*

- C-1: Packaging a presentation for CD
- C-2: Saving slides as image files
- C-3: Saving a presentation to open as a slide show

*Topic D: \* Publish as a Web page*

- D-1: Publishing a presentation for the Web

#### Unit 6 : Integrating Microsoft Office files

*Topic A: \* Build slides from a Word outline*

- A-1: Creating a presentation from a Word outline

*Topic B: \* Embed and link content*

- B-1: Embedding an Excel workbook as an object
- B-2: Linking an Excel workbook as an object
- B-3: Using Paste Special to create a link

*Topic C: \* Documents linked with hyperlinks*

- C-1: Creating a hyperlink