G R A P H I C S / P R E S E N T A T I O N S K I L L S

Microsoft PowerPoint 2007 – Level 2

Course Introduction

The PowerPoint 2007 – Level 2 course teaches students intermediate- to advanced-level concepts and features of the Microsoft PowerPoint 2007 application.

In this course, students learn to customize PowerPoint and create professional presentations by building upon the basic skills learned in the PowerPoint 2007 – Level 1 course. They learn to work with slide masters, design templates, and incorporate multimedia effects such as animation, sound, and motion clips into their presentations. Students also learn to apply good design principles, use color effectively, use features that enhance collaboration with others, and deliver online (Web) presentations.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply and develop the PowerPoint skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and enforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Microsoft PowerPoint 2007 – Level 1 course or its equivalent.

Course Aim

To provide an understanding of PowerPoint that goes beyond the basics, in order to create informative, powerful, and memorable business presentations.

Of Interest to

Those interested in creating and working with presentations.

Course Breakdown

Lesson 1:

Inserting and Modifying a Chart; Creating and Modifying a Diagram

Lesson 2:

Using Hyperlinks; Using Animation; Adding Media Clips

Lesson 3:

Using and Customizing Slide Masters; Creating Custom Layouts

Lesson 4:

Modifying Presentation Properties; Creating Custom Themes; Customizing the Quick Access Toolbar; Customizing the PowerPoint Environment

Lesson 5:

Protecting a Presentation; Sharing a Presentation With Others; Reviewing Presentations

Lesson 6:

Applying Good Design Principles; Delivering an Online Presentation

Lab Exercise

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

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