

# PowerPoint 2007 Level 2

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1-day course  
Course Code: P172

**Who should attend?** This course is intended for participants who are familiar with Microsoft Office PowerPoint 2007.

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**Prerequisites** Microsoft Office PowerPoint 2007 - Level 1

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**Course Objectives** Upon completion of the course, participants will be able to accomplish the following:

- Learn how to customize slide layouts, create and use multiple themes, add graphics to backgrounds, and share custom themes between presentations
- Use copied, imported, linked & embedded data from other presentations & programs to create presentations
- Use charts and tables to present data graphically
- Use graphics and animation effects to enhance presentations, and increase the impact of text and graphics in a presentation
- Add notes and annotations to slides; and use PowerPoint features to rehearse, package and prepare slide shows for presentation

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**Course Content** **Building Presentation Themes**  
Designing Custom Slide Layouts; Using More Than One Theme in a Presentation; Customizing Slide Backgrounds; Sharing Themes Between Presentations

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**Sharing Information**  
Copying/Moving Slides and Objects Between Presentations; Creating Presentations Using Imported Text; Creating Hyperlinks; Linking and Embedding Between Microsoft Programs

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**Enhancing Presentations with Charts and Tables**  
Creating Charts; Editing Charts and Chart Data; Linking to Microsoft Excel Charts; Creating Organization Charts; Inserting Tables

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**Enhancing Presentations with Graphics and Animation Effects**  
Working with Graphics; Arranging Objects; Using Graphics Effects; Using Custom Animation

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**Producing Advanced Slide Shows**  
Creating Notes and Annotations; Using Hidden Slides and Rehearsing Slide Timings; Packaging Presentations for CD

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