

## Microsoft PowerPoint 2007 Advanced – 1 Day

The Advanced Course really allows you to get to grips with both the setting up options in PowerPoint, and working with the more advanced and visually interesting concepts.

After completing this course you should be able to set up a very professional looking presentation using all of PowerPoint's subtle, and often hidden features.

In this course the following areas will be covered, we can also teach this content in either PowerPoint XP or 2003

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### Section One: Advanced PowerPoint Features

- Setting PowerPoint Options
- Working with Multiple Shows
- Delivering a Presentation
- Using the PowerPoint Viewer

### Section Two: Links & objects

- Creating Photo Albums
- Creating Links
- Editing Links
- Using Objects

### Section Three: Finishing a Production

- Inspecting a Presentation
- Sharing your Presentations
- Working as a Team

### Section Four: Advanced Topics

- Creating Voice Narrations
- PowerPoint & Windows

### Section Five: Creating Masters

- Introduction to Slide Masters
- Creating Slide Masters
- Using Masters



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