



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT 8063
Course Title: Microsoft PowerPoint, Level 2
Course Hours: 7

Last Revised On: 4/8/09

Description:

Students will gain the necessary skills to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality and advanced presentation delivery.

Objectives:

Students will learn how to enhance their presentations with the advanced skills of PowerPoint.

Content:

1. Customizing the PowerPoint Environment
 - Customize the Quick Access Toolbar
 - Personalize the PowerPoint Interface
 - Customize Save Options
 - Apply Advanced Customization Options
2. Customizing a Design Template
 - Set Up a Slide Master
 - Customize Slide Layouts
 - Create Custom Themes
 - Add Headers and Footers
 - Modify the Notes Master
 - Modify the Handout Master
3. Adding Diagrams to a Presentation
 - Create Diagrams
 - Modify Diagrams
4. Adding Special Effects to Presentations
 - Add Multimedia Elements
 - Customize Slide Component Animations
5. Customizing a Slide Show Presentation
 - Set Up a Custom Show
 - Annotate a Presentation
 - Create a Presenter-Independent Slide Show
 - Set Up a Slide Show to Repeat Automatically



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6. Collaborating on a Presentation
 - Review a Presentation
 - Publish Slides to a Slide Library
 - Share a Presentation

7. Securing and Distributing a Presentation
 - Secure Presentations
 - Packaging a Presentation
 - Publish a Presentation as a Web Page

Prerequisites:

- MS PowerPoint, Level 1 or equivalent knowledge

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: No
- Class participation: Yes
- Demonstration of skills: Yes