



computer training options

## **Microsoft PowerPoint 2008 for Mac** **Advanced Training**

### **Introduction:**

This course provides the student with the skills and knowledge necessary to work with advanced tools in PowerPoint 2008 for Mac.

### **Learning Outcomes:**

After completing this course, students will know how to:

- customize the PowerPoint environment.
- customize a design template.
- add diagrams to your presentation.
- add special effects to a PowerPoint presentation.
- use the various options to customize slide shows.
- use PowerPoint to collaborate on a presentation.
- finalize a presentation.

### **Target Audience:**

Before taking this course, we recommend you to first take the following courses:

Mac OS X v10.5,

Microsoft Office PowerPoint 2008: Level 1(Macintosh)

Web browsing experience is also strongly recommended.

### **Duration:**

1 Day

### **Courseware:**

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

## **Computer Training Options**

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## **Course Content**

### **Customizing the PowerPoint Environment**

- Customize Toolbars and Menus
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

### **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

### **Adding Diagrams to a Presentation**

- Create Diagrams
- Modify Diagrams

### **Adding Special Effects to Presentations**

- Add Multimedia Elements
- Customize Slide Component Animations

### **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

### **Collaborating on a Presentation**

- Review a Presentation
- Send a Presentation for Review
- Merge Revision Copies
- Apply Reviewer Changes

### **Finalizing a Presentation**

- Package a Presentation
- Publish a Presentation as a Web Page

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