

PowerPoint 2007

Advanced user

3 Modules - 18 topics

Polish the presentation

Three ways to add impact to your slides.

Managing chart templates

Slide background

Customising a theme

Total number of topics in the module:3

Master the masters

To create a seamless total look for each of your presentations, get into the habit of working with masters. They save you time too.

The slide master

Managing layouts

Managing placeholders

Formatting slide masters

Using slide masters

The notes master

The handout master

Total number of topics in the module:7

Customise, finalise

Advanced PowerPoint functionality to perfect your skills.

Custom slideshows

Choosing the slides for the slideshow

Creating and using a presentation template

Presentation properties

Comments

Finalising presentations

Protecting a presentation with a password

Digital signatures

Total number of topics in the module:8