



# CenterPoint Solution, LLC

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## MICROSOFT® POWERPOINT® - ADVANCED LEVEL 2007

### *Course Description:*

In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

### *Who Should Take This Course:*

This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery.

### *Achieved Results:*

You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint® interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

### *Course Outline:*

- 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