



Computer Consultants Corporation

Microsoft PowerPoint

Advanced

Length of course: 1 class day (6 hours)

Objective(s): To expand on intermediate skills, including creating online presentations, presentation collaboration, transporting presentations, and integrating with previous versions and applications.

Prerequisites: Intermediate PowerPoint 2007 or demonstrated familiarity with its topics.

Creating Online Presentations

- **Connecting Presentations**
 - Connect Presentations with Hyperlinks
 - Connect Presentations with Actions
 - Connect Presentations with OLE
 - View Connected Presentations
- **Editing Linked and Embedded Presentations**
- **Saving a Presentations as a Web Page**
 - Publish a Presentation as a Web Page
 - Navigate a Presentation on the Web
 - Using Save As to Create a Web Presentation
 - Publish a Presentation via FTP

Working with Online Collaboration

- **Collaborating Online**
 - Configure Outlook as the Default Email Program
 - Attach a Presentation to an Email Message
 - Open and Save the Attached Presentation
- **Working with Comments**
- **Comparing and Merging Presentations**
- **Using the Research Pane**

Transporting Presentations

- **Transporting the Presentation**
 - Considerations
 - Transporting Presentations on a CD
 - Transporting Presentations on a USB Drive

Preparing to Present

- Questions to Ask about the Presentation Room
- Checklist: Preparing the Meeting Room
- Checklist: Preparing the Presentation Computers
- Other Preparation Guidelines

Delivering the Presentation

- Switching Programs during a Presentation
- Audio Setup

Integrating with Other Programs

- **Maintaining Compatibility with Previous Versions of Office**
 - Open Various File Formats
 - Save a 2007 Presentation in a Compatible Format
- **Working with Word Integration**
 - Create a Presentation and Import a Word Outline
 - Create Handouts in Word
- **Embedding an Excel Spreadsheet**
- **Scheduling a Reminder in Outlook**