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# Using Microsoft® Office PowerPoint 2007

**Exam 70-603**

Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. This Microsoft certification credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft Certified Application Specialist certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite, encompassing: Word 2007, PowerPoint® 2007, Excel® 2007, Outlook® 2007 and Access® 2007, as well as Windows Vista™.

**Microsoft® Certified Application Specialists** prove themselves. Whether professionally, academically, or personally, Microsoft® Certified Application Specialist certifications give you the skills to succeed.

**Prerequisite:**

Working knowledge on computing and desktop application (Windows)

**Certificate Of Attendance :**

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

**Training Methodology & Materials:**

- Practical hands-on sessions, 75% lab-based and 25% theory-based.
- Well-designed lab sessions to enhance further understanding of the courseware.

**Training Duration:**

Full-time: 4 full days. 9am – 6pm (8 hours per day)  
Part-time: 8 sessions 6:30pm-10:30pm (4 hrs per session)

**Course Training Fee :**

Course Fee : \$508 without SDF ; \$284 after SDF  
Registration Fee : \$25  
SRP grant are available.  
Contact us for more details.

## DETAILED COURSE OUTLINE

### 1. Creating and Formatting Presentations

#### 1.1. Create new presentations

- 1.1.1. Create presentations from blank presentations
- 1.1.2. Create presentations from templates
- 1.1.3. Create presentations from existing presentations
- 1.1.4. Create presentations from Microsoft Office Word 2007 outlines

#### 1.2. Customize slide masters.

- 1.2.1. Apply themes to slide masters.
- 1.2.2. Format slide master backgrounds

#### 1.3. Add elements to slide masters

#### 1.4. Create and change presentation elements

- 1.4.1. Change presentation orientation
- 1.4.2. Add, change and remove transitions between slides
- 1.4.3. Set slide size

#### 1.5. Arrange slides

### 2. Creating and Formatting Slide Content

#### 2.1. Insert and format text boxes.

- 2.1.1. Insert and remove text boxes
- 2.1.2. Size text boxes
- 2.1.3. Format text boxes
- 2.1.4. Select text orientation and alignment
- 2.1.5. Set margins
- 2.1.6. Create columns in text boxes

### 2.2. Manipulate text.

- 2.2.1. Cut, copy, and paste text
- 2.2.2. Apply Quick Styles to format text
- 2.2.3. Format font attributes
- 2.2.4. Use the Format Painter to format text
- 2.2.5. Create and format bulleted and numbered lists
- 2.2.6. Format paragraphs
- 2.2.7. Insert and modify WordArt

### 2.3. Add and link existing content to presentations

- 2.3.1. Reuse slides from an existing presentation
- 2.3.2. Copy elements from one slide to another
- 2.3.3. Insert hyperlinks
- 2.3.4. Insert media clips

### 2.4. Apply, customize, modify, and remove animations

- 2.4.1. Apply built-in animations
- 2.4.2. Modify animations
- 2.4.3. Create custom animations

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## DETAILED COURSE OUTLINE

### 3. Working With Visual Content

#### 3.1. Create SmartArt diagrams

- 3.1.1. Create a SmartArt diagram
- 3.1.2. Create SmartArt diagrams from bullet points

#### 3.2. Modify SmartArt diagrams.

- 3.2.1. Add text to SmartArt diagrams
- 3.2.2. Change theme colors
- 3.2.3. Add effects by using Quick Styles
- 3.2.4. Change the layout of diagrams
- 3.2.5. Change the orientation of charts
- 3.2.6. Add or remove shapes within SmartArt
- 3.2.7. Change diagram types

#### 3.3. Insert illustrations and shapes.

- 3.3.1. Insert pictures from file
- 3.3.2. Insert shapes
- 3.3.3. Insert clip art
- 3.3.4. Add text to shapes

#### 3.4. Modify illustrations

- 3.4.1. Apply Quick Styles to shapes and pictures
- 3.4.2. Add, change, and remove illustration effects

#### 3.5. Arrange illustrations and other content

- 3.5.1. Size, scale, and rotate illustrations and other content
- 3.5.2. Order illustrations and other content
- 3.5.3. Group and align illustrations and other content
- 3.5.4. Use gridlines and guides to arrange illustrations and other content

### 3.6. Insert and modify charts

- 3.6.1. Insert charts
- 3.6.2. Change chart types
- 3.6.3. Format fill and other effects
- 3.6.4. Add chart elements

### 3.7. Insert and modify tables

- 3.7.1. Insert tables in a slide
- 3.7.2. Apply Quick Styles to tables
- 3.7.3. Change alignment and orientation of table text
- 3.7.4. Add images to tables

### 4. Collaborating on and Delivering Presentations

#### 4.1. Review presentations

- 4.1.1. Insert, delete, and modify comments
- 4.1.2. Show and hide markup

#### 4.2. Protect presentations.

- 4.2.1. Add digital signatures to a presentation.

#### 4.3. Secure and Share Presentations

- 4.3.1. Identify presentation features not supported by previous versions
- 4.3.2. Remove inappropriate information by using Document Inspector
- 4.3.3. Restrict permissions to a document by using Information Rights Management (IRM)
- 4.3.4. Mark presentations as final
- 4.3.5. Compress images
- 4.3.6. Save presentations as appropriate file types

#### 4.4. Prepare printed materials

- 4.4.1. Customize handout masters
- 4.4.2. Print a presentation in various formats

#### 4.5. Prepare for and rehearse presentation delivery

- 4.5.1. Show only specific slides in presentations
- 4.5.2. Rehearse and time the delivery of a presentation
- 4.5.3. Use presentation tools
- 4.5.4. Package presentations for a CD
- 4.5.5. Set slide show options

MCAS PowerPoint 2007

Contact us:

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