

# PowerPoint 2007: Advanced Topic-Level Outline

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**Days:** 1

**Prerequisites:** *PowerPoint 2007: Basic*, or equivalent experience

**Unit 1: Custom presentation options**

**Topic A:** Application settings

**Topic B:** Custom themes

**Topic C:** Custom templates

**Topic D:** Advanced slide master techniques

**Unit 2: Graphic and multimedia content**

**Topic A:** Modifying clip art

**Topic B:** Media clips

**Topic C:** Animations

**Topic D:** Photo albums

**Unit 3: Customizing SmartArt graphics and tables**

**Topic A:** Customizing SmartArt graphics

**Topic B:** Customizing tables

**Unit 4: Action buttons and custom slide shows**

**Topic A:** Interactive elements

**Topic B:** Custom slide shows

**Unit 5: Distributing a presentation**

**Topic A:** Comments

**Topic B:** Finishing a presentation

**Topic C:** Distributing a presentation

**Topic D:** Publish as a Web page

**Unit 6: Integrating Microsoft Office files**

**Topic A:** Build slides from a Word outline

**Topic B:** Embed and link content

**Topic C:** Documents linked with hyperlinks