



MCAS
Microsoft® Certified
Application Specialist



Microsoft®
PowerPoint
2007 Overview &
Description

Getting Started with PowerPoint 2007

Overview/Description

Microsoft PowerPoint 2007 is a powerful authoring application that enables you to create high-impact, professional-looking presentations quickly and easily. This course shows how to create a new presentation from scratch, and also how to use layouts and views to make working with your presentation easy. It provides you with a solid introduction to the basic, must-know aspects of PowerPoint, and it shows you how to use PowerPoint's powerful help features.

Adding Graphics to Presentations in PowerPoint 2007

Overview/Description

Microsoft PowerPoint 2007 is a useful authoring application tool for creating dynamic slide show presentations. This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new Microsoft Office 2007 themes. The course also explores the introduction of SmartArt in PowerPoint 2007, a feature that allows you to add some glamour to your presentations by using colors and shapes to emphasize text and data. Also covered are the various ways of incorporating diagrams, tables, and charts to enhance your presentations' appeal.

Adding Multimedia and Animations to Presentations

Overview/Description

Microsoft's PowerPoint 2007 is one of the world's most widely used applications for creating presentations. Powerful, high-impact slide shows come to life with the addition of multimedia to your presentations. Engage your audience by keeping things lively and interactive with movie and sound clips, animated slide content, and slide transitions. This course will help you to make the most of this feature

Creating Custom Slide Shows in PowerPoint 2007

Overview/Description

With PowerPoint 2007, creating customized slide shows has never been easier. This course shows you how to create custom slide shows that meet your differing audiences' needs. You will learn how to create self-running presentations, how to annotate your presentation while it's running, and how to use Presenter View so that you see one thing while your audience sees another.

Distributing Presentations in PowerPoint 2007

Overview/Description

Microsoft Office PowerPoint 2007 provides numerous ways to produce and distribute dynamic, custom presentations. In this course you will be introduced to the process of securing your presentations for distribution by setting up passwords. You will also examine the various ways to distribute your presentations to colleagues and other audiences. You'll explore how to print your slides, save a presentation as a web page, and e-mail your presentations. And you'll learn how to package your slide show to a CD.

TestPrep Using PowerPoint 2007

Overview/Description

To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.