

PowerPoint 2007

Advanced

Target Audience & Purpose

PowerPoint Advanced is for people who can already create simple presentations, and want to add more sophistication.

Objectives

By the end of the course participants should be able to:

- Customise Colour Schemes
- Add Animation effects
- Use the Slide, Notes and Handout Masters
- Create, Edit and Import Charts
- Create and Edit Tables
- Manage Hyperlinks
- Create Custom Shows
- Exporting Outlines & Presentation Slides to Word

Prerequisites

Participants should be already:

- Creating PowerPoint 2002 presentations
- Formatting and editing slide text

Inclusions

- Comprehensive step-by-step training manual
- Free telephone support
- Light lunch and refreshments

Creating Basic Charts

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style and Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background

Using Tables

- Creating a PowerPoint Table
- Inserting a PowerPoint Table
- Drawing a PowerPoint Table
- Inserting a Word Table
- Inserting an Excel Spreadsheet
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns
- Applying a Table Style
- Editing the Table Color
- Adding Table Effects
- Formatting Table Text using QuickStyles
- Adding Table Borders

Customizing Presentations

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme

Editing Presentation Masters

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Preserving a Slide Master

Editing Notes and Handout Masters

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder

Applying Special Effects

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's

Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings

Expanding a Slide Show

- Creating a Custom Show
- Setting Up a Custom Show as the Default
- Creating a Hyperlink
- Using a Hyperlink
- Using an Action
- Jumping to Another Presentation

Presenting to a Wider Audience

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Formatting a Presentation for the Web
- Inspecting the Document
- Encrypting the Presentation
- Adding a Digital Signature
- Granting Permissions
- Annotating a Presentation
- Compressing Pictures, Sending in PDF Format

Using SmartArt

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects

Inserting a Photo Album

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout

Exporting Outlines and Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic