

COURSE OUTLINE

MICROSOFT POWERPOINT 2007 ADVANCED (Duration: 1 Day)

Course Objectives

This course covers how to create effective presentations using charts, tables, graphics and photos. The new SmartArt features are covered, as well as applying special effects and customising the slide show. In addition, lessons include how to share work with others, via CD or the Internet, securing your work and advanced Chart techniques as well as customising slideshows and handouts.

Prerequisites

PowerPoint Introduction or Good Knowledge of PowerPoint 2007.

Course Outline

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
- Creating Basic Charts

Using Tables

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

Using SmartArt

- Inserting a SmartArt Object
- Formatting a SmartArt Object Colour
- 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
- Using SmartArt

Inserting a Photo Album

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

Customising Presentations

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

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 GIFs

Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop

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- 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

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

Creating Custom Charts

- Displaying Chart Axes
- Displaying Chart Gridlines
- Formatting Chart Gridlines
- Formatting Chart Axes
- Formatting the Scale of an Axis
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart
- Adding Text to a Chart
- Inserting a Data Table

Editing Charts

- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart

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

For further information

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