



Intermediate/Advanced Microsoft PowerPoint 2007

Two-Day Course

Windows

Course Overview:

In this course you will learn to customize PowerPoint and use the many advanced features to quickly create a well designed and coordinated presentation. The course will begin with a brief review of some of PowerPoint's basic features and concepts.

Course Content:

Creating & Editing a Presentation

- Identifying and naming the different parts of the PowerPoint screen and customizing the Quick Access Toolbar
- Using advanced editing techniques to create and edit a presentation using the normal, slide, outline and sorter views
- Generating and formatting extensive Notes Pages to remind yourself of what you would like to say during your presentation
- Using the Replace Fonts command to quickly ensure that the fonts are consistent throughout a presentation
- Using the AutoCorrect command to reduce typing of common words
- Enhancing the appearance of your text using the many advanced formatting commands

Creating & Saving a PowerPoint Template

- Applying and customizing themes, color schemes, font sets and backgrounds to your presentation
- Creating professional-looking slides, titles, handouts, notes and outline masters to ensure a consistent look in your presentation
- Creating and saving your own custom slide layouts
- Saving a custom template based on a presentation you have designed

Creating Objects

- Create attention-grabbing slides by downloading clip art from the Internet and inserting pictures onto your slides and learning to modify the pictures
- Constructing interesting drawings using the predefined AutoShapes and learning to connect shapes

- Using the advanced formatting techniques to insert a table onto a slide to display information in a column and row format
- Creating bar or pie charts to display data more effectively and take advantage of the color scheme in your presentation
- Producing an organizational chart or pyramid diagram using PowerPoint's SmartArt graphics
- Converting an existing bullet point slide to a diagram

Animating a Presentation

- Add excitement to your presentation by including special slide transitional effects and animation to text, objects and charts
- Creating a custom show that includes a self-running PowerPoint presentation
- Incorporating multimedia, including: music, sounds and videos to your presentation
- Adding hyperlinks to your presentation and then clicking on the hyperlink to quickly proceed to a specific slide, a different presentation, a Word document, an Excel worksheet or an Internet address

Packaging & Printing a Presentation

- Saving the presentation as a package to ensure all the graphics, movies and files are available for presenting
- Printing the four components of your presentation