

PerCom Solutions



MICROSOFT POWERPOINT 2007

LEVEL: ADVANCED

DURATION: 1 Day

AUDIENCE: Designed for people who have attended the Introduction course or have been using PowerPoint for some time and are happy using the basic features.

OBJECTIVES: On completion of the course delegates will be able to create presentations and slide shows to a higher standard, use more advanced formatting techniques as well as creating templates.

COURSE OUTLINE

Review of Basics:

- PowerPoint Screen Elements
- Creating Slides
- Basic Formatting
- Slide Shows

Advanced Formatting:

- Changing the Template
- Formatting Bullets & Numbers
- Background Formatting
- Working With Themes

Working With Masters & Templates:

- The Slide Master
- The Title Master
- The Handout & Notes Masters
- Formatting Masters
- Creating Templates

Tables, Graphs & Organisation Charts:

- Formatting Tables
- Formatting Organisation Charts
- Formatting Graphs
- Changing Graph Types & Data

Advanced Drawing Techniques:

- Working with SmartArt
- Grouping & Ungrouping Objects
- Working With Layers
- Changing Object Attributes
- Using Fill Effects

Working With Pictures, Movies & Sound:

- Inserting Pictures into a Presentation
- Cropping/Formatting Pictures
- Create a Photo Album
- Adding Sound to a Presentation
- Adding Movies to a Presentation

Linking:

- Inserting Hyperlinks
- Linking from other Applications

Presenting:

- Rehearse Timings
- Using Custom Animation
- Package your Presentation to CD