

SOFTWARE TRAINING CENTER

PowerPoint 2007 Advanced

Duration: 1 Day

Course Overview:

In this course, students will build on the skills learned in the Level 1 course. Students will learn to utilize clipart, graphics and shapes. They will animate slides with special effects, and incorporate advanced presentation delivery techniques. Students will also be introduced to the new SmartArt Graphics, an enhanced tool for diagramming or illustrating processes and hierarchies. They will work with Multi-Media as well as new features for collaboration and sharing of presentations.

Who Should Attend: Staff familiar with creating basic presentations and who are interested in utilizing advanced techniques to create powerful and dynamic presentations.

Prerequisites: PowerPoint 2007 Introduction or equivalent knowledge. Some experience working with PowerPoint 2007 would be helpful but not essential.

Course Outline:

Working with Objects

- Inserting Clip Art
- Inserting Pictures and Graphics Files
- Formatting Pictures and Graphics
- Inserting Shapes
- Formatting Shapes
- Resize, Move, Copy and Delete Objects
- Positioning Objects
- Applying Special Effects
- Grouping Objects
- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Layering Objects

Working with Tables

- Creating a Table
- Working with a Table
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Merging and Splitting Cells
- Working with Borders and Shading
- Applying a Table Style

Working with Charts and SmartArt

- Inserting a Chart
- Inserting Chart Data
- Resizing and Moving a Chart
- Changing Chart Type
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Converting Slide Text into SmartArt

Applying Transition and Animation Effects

- Applying and Modifying a Transition Effect
- Applying a Standard Animation Effect
- Applying a Custom Animation Effect
- Modifying Animation Effects
- Previewing a Transition or Animation Effect

Working with Multimedia

- Inserting Sounds or a CD Track
- Inserting a Movie Clip
- Narrating a Presentation
- Using Action Buttons

Collaborating with Others

- Using the Document Inspector
- Using the Compatibility Checker
- Packaging a Presentation
- Saving a Presentation as PDF or XPS
- Saving a Presentation as a Web Page
- Adding a Digital Signature to a Presentation
- Password Protecting a Presentation
- Publishing to a Document Workspace

Working with Other Programs

- Collaborating with Excel and with Word
- Modifying Embedded or Linked Content
- Creating Handouts in Microsoft Word
- Importing and Exporting an Outline

Advanced Topics

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing PowerPoint's Default Options
- Converting an Older Presentation
- Recovering Your Presentations