



MS PowerPoint 2007 - Advanced

Introduction:

The skills and knowledge in this course are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- insert text into a slide and modify it
- create and work with tables and charts
- modify charts in a presentation
- modify and work effectively with tables
- view and modify slide masters
- create and use custom templates
- import data into PowerPoint from a number of different applications
- insert movie and sound clips and work with action buttons
- set up a presentation based on how it is to be delivered
- find the information you need in Help

Course Content:

- Text Techniques
- Tables And Charts
- Modifying Charts & Tables
- Slide Masters
- Templates
- Importing Into PowerPoint
- Media And Action Buttons
- Setting Up Shows
- Getting Help

Target Audience:

This course is designed for users who are keen to broaden their understanding and knowledge of the software. It is ideal for people who work in areas where effective presenting of information is important.

Duration:

2 Days

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



computer training options

MS PowerPoint 2007 - Advanced

Text Techniques

Text Pointers
Adding Text Directly To A Slide
Formatting Text
Formatting Paragraphs
Changing Bullet And Numbering Styles
Editing Text
Applying Simple WordArt
Deleting A Text Placeholder
Using Undo And Redo

Tables And Charts

Understanding Tables
Creating A Table
Formatting A Table
About Charts
Creating A Chart
Changing Chart Types
Applying A Chart Style
Changing The Chart Layout

Modifying Charts

Chart Elements
Modifying Chart Data
Deleting Data Series
Changing The Layout Of Chart Elements
Formatting Chart Elements
Working With Pie Charts

Modifying Tables

Formatting A Table
Formatting Text As Bullets
Changing Column Width

Changing Row Height
Adding Borders
Adding Shading

Slide Masters

Using Slide Masters
Viewing The Slide Master
Modifying The Master Font
Modifying The Bullet Colour
Changing The Bullet Shape
Adding An Image
Adding Slide Numbers

Templates

About Templates
Creating A Blank Presentation
Applying A Theme
Creating A New Layout
Customising A Layout
Adding Content
Creating A Template
Using A Custom Template

Importing Into PowerPoint

About Object Linking And Embedding
Copying Word Tables As Embedded Objects
Inserting A New Excel Table
Copying And Linking Excel Tables
Copying And Linking Excel Charts

Media And Action Buttons

About Movies And Sounds
Inserting A Movie Clip
Inserting A Sound Clip
Action Buttons
Creating Action Buttons
Creating A Custom Action Button
Assigning An Action
Testing Action Buttons

Setting Up Shows

Self-Running Presentations
Applying Timings For A Kiosk
Using Rehearsed Timings
Setting Up The Show For A Kiosk
Setting Up A Speaker-Led Show
Creating A Custom Show
Packaging Presentations For CD

Getting Help

Understanding How Help Works
Accessing The Help Window
Browsing For Help
Returning To The Home Page
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Dialog Box Help
Other Sources Of Help

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au