



Learning outcomes

The skills and knowledge acquired in Microsoft PowerPoint 2007 Advanced 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

Target audience

Microsoft PowerPoint 2007 Advanced 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.

The course will cover the following topics

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

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