MICROSOFT POWERPOINT 2007 ADVANCED

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MS PowerPoint 2007 Advanced

COURSE LENGTH: 1.0 DAYS

Take your presentations to the next level!

The PD Training Advanced PowerPoint 2007 course will expose you to many advanced features of the program including inserting audio and video clips, use the advanced drawing tool set for grouping and editing, using the translation tool, creating the Notes master and Handout master and much more!

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

MICROSOFT POWERPOINT 2007 ADVANCED COURSE OUTLINE

FOREWORD

If you develop presentations or visuals for any reason, the skills included in this course will help you maximise your use of many robust PowerPoint features to create effective, visually attractive and useful presentations.

OUTCOMES

After completing this course particiants will be able to:
- Insert pictures & ClipArt images
- Insert, resize, move & delete Text Boxes
- Insert SmartArt
- Insert tables
- Modify rows and columns
- Insert advanced objects like a movie, a sound clip & shapes
- Use advanced drawing tools like grids, guides, ordering & grouping
- Use the Research Task Pane
- Use the Translation tool
- Set the language
- Add Notes to slides
- Create a Notes Master
- Create a Handout Master
- Switch to & use the Slide Master view
- Insert slides from other presentations
- Package a presentation on CD

MODULES

Lesson 1: Getting Started
- Icebreaker
- Housekeeping Items
- Workshop Objectives

Lesson 2: Adding Pictures
- Inserting a Picture from a File
- Inserting ClipArt
- Using the Picture Tools Tab
- Resizing, Moving or Deleting a Picture

Lesson 3: Working with Text Boxes
- Inserting A Text Box
- Adding Text
- Using the Text Box Tools Tab
- Resizing, Moving and Deleting a Text Box

Lesson 4: Adding SmartArt
- Inserting SmartArt
- Using the SmartArt Tools Tab
- Adding Text to SmartArt
- Resizing, Moving and Deleting SmartArt

- Formatting a Text Box

Lesson 5: Adding Tables
- Inserting a Table
- Adding Text
- Using the Table Tools Tab
- Modifying Rows and Columns

Lesson 6: Inserting Advanced Objects
- Adding a Movie
- Adding a Sound Clip
- Creating WordArt
- Drawing Shapes
- About the Drawing Tools Tab

Lesson 7: Advanced Drawing Tasks
- Using the Grid and Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects

Lesson 8: PowerPoint's Research Tools
- Checking Spelling
- Using the Research Task Pane
- Using the Translation Tool
- Setting the Language

Lesson 9: Creating Notes and Handouts
- Adding Notes to a Slide
- Creating a Notes Master
- Creating a Handout Master
- Printing Notes and Handouts

Lesson 10: Using Slide Masters
- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master

Lesson 11: Advanced Presentation Tasks
- Inserting Slides from Other Presentations
- Creating a Custom Show
- Packaging Your Presentation for CD
- About the PowerPoint Viewer

Lesson 12: Wrapping Up
- Words from the Wise
- Parking Lot
- Action Plans & Evaluations

WEB LINKS

➢ View this course online
➢ In-house Training Instant Quote