

POWERPOINT LEVEL 2

Creating Effective Presentations

Synopsis:

This module builds on the skills developed in PowerPoint 2007 Level 1 to create effective presentations using charts, tables, graphics and photos. The new SmartArt features are covered as well as applying special effects and customizing the slide show.

Prerequisites:

PowerPoint 2007 Lvl 1 or a good knowledge of PowerPoint 2007

Objectives:

- Create Basic Charts
- Use Tables
- Use SmartArt
- Insert a Photo Album
- Customize Presentations
- Apply Special Effects
- Set up the Slide Show
- Expand a Slide Show

This module includes:

Creating Basic Charts

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style and Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background
- Creating Basic Charts

Using Tables

- Creating a PowerPoint Table
- Inserting a PowerPoint Table
- Drawing a PowerPoint Table
- Inserting a Table from Word
- Inserting an Excel Spreadsheet
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns
- Applying a Table Style
- Editing the Table Color
- Adding Table Effects
- Formatting Table Text Using QuickStyles
- Adding Table Borders

Using SmartArt

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects
- Using SmartArt

POWERPOINT LEVEL 2

Creating Effective Presentations

Inserting a Photo Album

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout

Customizing Presentations

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme

Applying Special Effects

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIFs

Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings

Expanding a Slide Show

- Creating a Custom Show
 - Setting Up a Custom Show as the Default
 - Creating a Hyperlink
 - Using a Hyperlink
 - Using an Action
 - Jumping to Another Presentation
-

Advanced Features

Synopsis:

This module covers sharing your work with others via CD or the Internet and securing your work. You will also learn advanced Chart techniques and customizing slideshows and handouts.

Prerequisites:

PowerPoint 2007 Lvl 1 or a good knowledge of PowerPoint 2007

Objectives:

- Present to a Wider Audience
- Edit Presentation Masters
- Edit Notes and Handout Masters
- Create Custom Charts
- Edit Charts
- Export Outlines and Slides

This module includes:

Presenting to a Wider Audience

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Formatting a Presentation for the Web
- Inspecting the Document
- Encrypting the Presentation
- Adding a Digital Signature
- Granting Permissions
- Annotating a Presentation
- Compressing Pictures
- Sending in PDF Format

Editing Presentation Masters

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Preserving a Slide Master

Editing Notes and Handout Masters

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder

Creating Custom Charts

- Displaying Chart Axes
- Displaying Chart Gridlines
- Formatting Chart Gridlines
- Formatting Chart Axes
- Formatting the Scale of an Axis
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart
- Adding Text to a Chart
- Inserting a Data Table



MICROSOFT OFFICE 2007 COURSE OUTLINE

Advanced Features

Editing Charts

- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart

Exporting Outlines and Slides

- Exporting Notes and Handouts to Word
 - Exporting an Outline to Word
 - Saving a Presentation as an Outline
 - Saving a Slide as a Graphic
-