

Microsoft®

PowerPoint 2007 Course Outline



Advanced Level

1 Day Course

CUSTOMISING POWERPOINT

- Using the PowerPoint options

POPULAR OPTIONS

- Showing the mini toolbar
- Enabling the live preview
- Using clear type
- Using colour schemes
- Personalising office
- Languages

PROOFING OPTIONS

- Using Autocorrect
- Using replace with
- Using exceptions
- Setting spelling options

USING SAVE OPTIONS

- Using the default file format for saving
- Using AutoRecovery
- Using default file location
-

USING ADVANCED OPTIONS

- Setting undo levels
- Finding number of recently used documents
- Setting opening view and background printing

USING CUSTOMISE OPTIONS

- Creating additional commands to the Quick Access bar
- Deleting commands from the Quick Access toolbar

USING TRUST CENTRE OPTIONS

- Using Trust Centre settings and locations

USING RESOURCES OPTIONS

- Using updates
- Office diagnostics
- Contacting Microsoft
- Using office online and office activation

DOCUMENT INSPECTOR

- Using the document inspector

USING ENCRYPTION

- How to encrypt a presentation
- Opening encrypted presentations

- Removing encryption from your presentation

USING DIGITAL SIGNATURES

- Creating and viewing digital signatures

FINAL VERSIONS

- Marking the slide show as a final version

COMPATIBILITY CHECKER

- Checking compatibility with earlier versions of PowerPoint

CREATING HANDOUTS

- Creating Word formatted handouts

PACKAGING FOR CD

- Packaging your presentation for a CD

USING VIEWER

- Downloading the PowerPoint viewer

PUBLISHING TO THE WEB

- Saving your slideshow as a web page
- Publishing
- Editing the web format and customising colours
- Setting browser and screen resolution options

COMMENTS

- Creating comments
- Editing and deleting comments
- Hiding comments

NARRATIONS

- Using a microphone
- Recording narrations for your presentation
- Turning off and deleting narrations

POWERPOINT DESKTOP SHORTCUT

- Creating a PowerPoint desktop shortcut

HYPERLINKS

- Inserting and using hyperlinks
- Adding a 'Home' link
- Removing hyperlinks

