

Microsoft ®

PowerPoint 2007 Course Outline



Intermediate Level

1 Day Course

CREATING PHOTO ALBUMS

- Creating a photo album
- Editing picture sequence
- Rotating images and picture layout
- Applying themes
- Changing your picture colour, contrast and brightness
- Adding captions

USING MEDIA CLIPS

- How to insert and modify a sound clip
- Hiding the sound clip icon and use a picture instead
- Inserting movie clips
- Playing the movie clip at full screen mode

INSERTING TABLES

- Inserting and creating tables
- Applying styles and shading
- Adding table effects and Quick Styles
- Applying borders
- Deleting, inserting rows and columns

ANIMATION EFFECTS

- Creating animation effects
- Creating custom animation
- Changing sequences of animations

MANIPULATING THE SLIDE SHOW

- Inserting action buttons into the slide
- Creating mouse overs
- Setting slide timings
- Setting looping
- Showing hidden slides
- Annotating presentations
- Creating custom presentations, editing and running

TEMPLATES AND SLIDE MASTERS

- Creating and saving a template
- Creating a slide master
- Editing the slide master view – headers/footers/dates/times
- Using and editing handout masters

SLIDE MANIPULATION

- Merging slides

- Merging from another application
- Applying background colours, textures and patterns
- Saving slides into other formats e.g. jpeg

FORMATTING SHAPES

- Applying graduated backgrounds and semi-transparencies
- Creating 3D effects
- Using format painter to apply styles

FORMATTING PICTURES

- Grouping and ungrouping images
- Moving backwards and forwards within the slide
- Position images relative to the slide
- Converting a picture into a drawn object
- Modifying contrast and brightness
- Re-colouring and cropping
- Re-scaling and rotating
- Changing picture shapes
- Converting to greyscale format
- Save picture using specific file formats
- Changing colour depth with an image

CHARTS

- Changing chart type, style and layout
- Creating a line-column on two axes
- Format the vertical axis
- Using built-in flow chart options
- Altering and deleting flowchart shapes

LINKING OBJECTS

- Creating a link from Excel into PowerPoint
- Updating and editing linked objects
- Converting linked objects into embedded objects
- Linking a picture from file into a slide

PLANNING PRESENTATIONS

- Planning the correct presentation for the correct environment
- Physical issues

DESIGN CONCEPTS

- Considering presentation design

- Creating the correct match for your audience
- Colour issues
- Creating a story board and time line