

Microsoft ®

PowerPoint 2007

Course Outline

Intermediate Level

PHOTO ALBUMS

- What is a PowerPoint Photo Album?
- Creating a Photo Album
- Reordering the picture sequence
- Rotating images within the Photo Album
- Modifying the picture layout
- Modify the frame shape
- Applying a theme to the Photo Album.
- Displaying your pictures in Black and White
- Adding captions to each picture
- Adjusting picture contrast and brightness

MEDIA CLIPS

- Supported media file formats
- Inserting a sound clip
- Modifying the sound clip volume level
- Controlling when the sound is played within a media clip
- Hiding a the sound clip icon
- Using a picture instead of the sound icon within a slide
- Inserting a movie clip
- Playing the movie full screen

TABLES

- Inserting a table
- Applying a style to a table
- Cell background shading
- Adding table effects
- Adding 'Quick Styles' to selected text
- Applying borders to cells
- Deleting rows or columns
- Inserting rows or columns

SLIDE SHOW ANIMATION EFFECTS

- What are animation effects?
- Applying animation effects to text
- Applying animation effects to illustrations
- Custom animation
- Changing the sequence of animation within a slide

SLIDE SHOW MANIPULATION

- Inserting Action Buttons
- Setting Mouse over properties
- Practicing slide timings
- Using slide timings
- Slide show looping options
- Hiding slides
- Displaying hidden slides
- Annotating slide shows
- Creating a custom slide show
- Editing a custom slide show
- Running custom slide shows

TEMPLATES AND SLIDE MASTERS

- Templates, Slide Masters and Themes
- Creating and saving a template
- Modifying a Slide Master
- Creating footers and inserting the date
- Handout and Notes Masters
- Modifying the Handout Master
- Modifying the Notes Master

SLIDE MANIPULATION

- Merging slides or complete presentations
- Merging a word-processed outline into a presentation
- Applying graduated background fill colors, texture & patterns
- Saving a slide in gif, jpeg or bmp format

MANIPULATING ILLUSTRATIONS

- Moving a graphic backwards or forwards
- Grouping and ungrouping objects
- Positioning a graphic relative to the slide
- Distributing selected graphics horizontally, vertically relative to a slide
- Converting a picture to a drawn object
- Controlling the display of background pictures on a slide

SHAPE FORMATTING

- Applying shape effects
- Applying (& repositioning) a shadow (of a specified color) to a graphic
- Applying graduated background effects to a drawn object
- Applying a semi-transparent effect to a graphic
- Applying 3-D effects to a drawn object
- Further Shape style formatting options
- Using the Format Painter to apply styles to objects

PICTURE FORMATTING

- Applying picture styles
- Modifying contrast and brightness
- Re-coloring pictures
- Cropping a picture
- Re-scaling and rotating a picture
- Resetting the image size
- Rotating and flipping pictures
- Setting picture shape
- Converting a picture to a grayscale format
- Saving a picture using a specific file format
- Changing the color depth of a picture

CHARTS AND FLOW CHARTS

- Creating a chart
- Changing the chart type
- Applying chart styles and layouts
- Creating a line-column on two axes / mixed chart
- Formatting the vertical axis
- Drawing a flowchart using built-in flowchart options
- Changing or deleting flowchart shapes within a flowchart
- Changing connector types between flowchart shapes

LINKING OBJECTS

- Linking an Excel chart into a PowerPoint presentation
- Updating a linked object
- Editing linked data within a presentation
- Converting a linked object within a slide to an embedded object
- Linking a picture from a file

PRESENTATION PLANNING AND DESIGN CONCEPTS

- Planning the right presentation for the right environment
- Physical issues leading to a successful presentation
- Design considerations
- Matching the presentation to an audience
- Color issues within a presentation
- Using a storyboard and time-line