



ADVANCED POWERPOINT 2007

COURSE DURATION: 1 Day

The more advanced features of PowerPoint are important in creating quality presentations creating for viewing by an audience, for display at an exhibition or for control by an individual

PRE-REQUISITES

Completion of the introductory course or previous experience of using PowerPoint

COURSE OUTLINE

Custom presentation options

- Creating and using templates
- Using custom themes
- Exploring application settings
- Setting and applying multiple master slides

Graphic and multimedia content

- Modifying clip art
- Inserting video and audio clips
- Setting complex animations
- Creating a photo album

Using SmartArt

- Exploring SmartArt and its uses
- Inserting and using management diagrams
- Modifying management diagrams

Advanced charts

- Customizing charts
- Setting a default table
- Effectively animating charts

Using interactivity

- Understanding hyperlinks
- Using action buttons
- Creating custom slide shows

Distributing a presentation

- Showing and adding comments
- Protecting a presentation
- Distributing a presentation
- Saving a presentation for Web viewing

Integrating Microsoft Office files

- Building slides from a Word document
- Understanding embedding and linking
- Inserting and linking Excel tables

CREATIVITY AND EFFICIENCY

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