



# POWERPOINT 2007

## ALL FEATURES

**COURSE CODE : PP207ALL**

**DURATION : 1 DAY**

### **COURSE AIMS**

This course is designed to guide delegates through PowerPoint and show how to create professional presentations incorporating text, business charts, pictures, graphics and tables with the final result comprising a fully automated presentation.

### **DELEGATE PRE-REQUISITES**

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of PowerPoint is required.

## **COURSE OUTLINE**

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### **POWERPOINT WORKPLACE**

- The 2007 Workplace
- How to Find Commands in 2007
- Customising The Quick Access Toolbar
- The Office Button
- Customising the New Status Bar
- What's New in Excel 2007

### **DEFINING A PRESENTATION**

- The PowerPoint Themes
- Choosing a Corporate Template
- The PowerPoint Slide Layouts

### **TEXT FORMATTING**

- Adding/Editing Text
- Moving / Copying / Resizing Text Boxes
- Text Selection Techniques
- Using Bullets & Numbering
- Controlling Text Spacing and Indents
- Customising Bullets & Numbering
- Adding Borders & Shading
- Creating Text Boxes

### **USING SLIDE MASTERS**

- Making global changes to your Presentation
- Adding objects to the Slide Master

### **ADDING PICTURES & CLIPART**

- Adding/Editing Pictures & Clipart
- Using the Picture Design Tools
- Importing Images from the Office Online Gallery

### **ADDING MOVIES & SOUNDS**

### **USING TABLES**

### **THE POWERPOINT VIEWS**

- Normal View
- Slide Sorter View
- Outline View

### **RUNNING A SCREEN SHOW**

- Applying Transitions to Slides
- Adding Text Builds
- Applying Custom Animation Effects to Text & Objects
- Tips & Tricks when running a Slide Show
- Annotating your Slide Show
- Controlling the order of Elements on a Slide
- Hiding Slides
- Applying Timings
- Generating a Summary Slide

### **ADDING CHARTS TO THE PRESENTATION**

- Plotting the Chart
- Formatting using the Chart Toolbar
- Adding Titles and Labels
- Applying Custom Animation effects to Charts
- Importing Charts into PowerPoint using links

### **INSERTING SMARTART**

- Lists
- Processes
- Cycle Diagrams
- Hierarchy / Organisational Charts
- Relationship Diagrams
- Matrix
- Pyramid

### **ADDING ORGANISATION CHARTS**

- Plotting an Organisation structure
- Formatting the Organisation Chart
- Applying Custom Animation Effects

### **ADDING NOTES PAGES**

### **PRINTING OPTIONS**

### **DISTRIBUTING YOUR PRESENTATION ON CD**



**FAST TRACK**  
COMPUTER TRAINING