



## Microsoft® Office PowerPoint 2007

### Microsoft® Office PowerPoint 2007: Course Outlines

**Duration: 2 Day/s**

**Overview:**

In the past, it was commonplace for you to have used paper-based overhead systems as presentations. Paper-based presentations can be somewhat clumsy and unprofessional. Now, you are wanting to upgrade those presentations into an electronic format that is dynamic and attractive. Using Powerpoint® not only adds polish and professionalism, but also makes updating your presentation quick and efficient.

**Pre Requisites:**

Students must have a good working knowledge of the System Platform and Computing Skills.

**An Orientation to PowerPoint**

- The Powerpoint® environment
- Orientation to views
- Navigate through a presentation
- Edit Slide text
- Save the presentation
- Run a slideshow

**Beginning a Presentation**

- Create a new presentation
- Using the Wizard
- Presentation Guidelines
- Design templates
- Change the background colour
- Slide background option
- Add slides to presentations
- Slide layouts
- Entering text
- Create a presentation from Microsoft Word Outline

**Formatting Text Slides**

- Apply character formats
- Align text
- Set and edit line spacing
- Change indents

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## **Adding Tables to a Presentation**

Create a table  
Formatting tables  
Insert a table from Microsoft Word  
- External objects  
- Linking versus embedding

## **Charting Data**

Charts  
The Datasheet Window  
The Chart Window  
Edit Chart data  
Change chart type  
Insert a chart from Microsoft Excel

## **Modifying Objects**

Resize objects  
Object selection  
Copy and duplicate objects  
Move objects  
Changing object orientation  
Format objects  
Group and ungroup objects  
Change the order of objects

## **Adding Images to a Presentation**

Add clip art  
Add a picture from a file  
Draw lines and shapes  
Autoshapes  
Insert Word Art

## **Preparing to Deliver a Presentation**

Spell check  
- Autocorrect  
Arrange slides  
Add transitions  
Create Speaker Notes  
Send a presentation to Microsoft Word  
Print the presentation  
- Handouts  
- Print Options dialog box

## **Package a Presentation for CD**

- CD Wizard

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## **Creating a Custom Design Template**

Define a Design Template characteristics

Create a custom colour scheme

- Selecting colours

- Color schemes

Set up a slide master

Format custom bullets

Add a footer

Modify the Notes Master

Save a custom Design Template

## **Adding Organization Charts and Diagrams**

Working with Organising Charts

Diagram Gallery

Organisation Chart Toolbar

Organisation Chart Layouts

Update Organisation charts

Applying a Chart Layout

Create a Diagram

Draw a Flowchart

- Flowchart

- Grids and Guides

## **Adding Special Effects**

Adding sound and movies

- Clip organiser

Add animation

Emphasise objects

Set a Motion Path

Set order of Effects

## **Creating Web Presentations**

Create Group Home Page with AutoContent Wizard

Hyperlink to a webpage

Publish a webpage

Thesaurus

## **Charting Data**

Charts

The Datasheet Window

The Chart Window

Edit Chart data

Change chart type

Insert a chart from Microsoft Excel

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## **Collaborating in PowerPoint**

Set password protection

- Security options
- Passwords

Work with comments

Send a presentation for review

- File merging
- Merge revision copies

Apply reviewer changes

- Change Tracking
- Types of Review Changes

## **Delivering a Presentation**

Hyperlink within PowerPoint

Add Action buttons

Set up a custom slideshow

Annotate a presentation

- Pointer options

Working with Narrations and Slide Timing

- Recording quality

Set up a slideshow to repeat automatically

## **Help and Resources**

Help Task Pane

PowerPoint resources