

MS Office 2007

Fundamentals of PowerPoint 2007™

Duration: 1 Day

Overview

Starting with the new User interface Fundamentals of PowerPoint 2007 gives a step by step guide to getting going in Microsoft PowerPoint 2007.

Who is it for

All individuals who prepare, or oversee the preparation of presentations using Microsoft PowerPoint and need to understand the fundamentals of this package. Knowledge of the Windows environment is essential.

What is it about

This course is designed to give delegates a thorough introduction to the fundamentals of PowerPoint 2007, enabling them to make, edit and theme presentations.

Course Contents

- The Ribbon,
- Command Tabs
- Contextual Tabs,
- Quick Access Toolbar
- Status bar and Mini toolbar
- Moving around a presentation
- Working in different views
- Creating Speakers Notes
- Opening and closing presentations

Creating New Presentations

- Creating a new presentation
- Saving presentations
- Applying slide layouts
- Moving and deleting slides

Working With Text

- Inserting and formatting text

- Live Preview
- Bulleted and numbered lists
- Spell checking,
- Finding and replacing text
- Creating tables
- Creating text boxes and rotating text
- Inserting columns into Text boxes

Clip Art

- Inserting and resizing pictures
- Ungrouping and grouping
- Re-colouring

Drawing Objects

- Using Drawing tools
- Drawing Shapes

Continued Over Leaf 

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Fundamentals of PowerPoint 2007™

- Adding text to Shapes
- Flipping and rotating objects
- Aligning and ordering objects
- Selecting objects using the Selection and Visibility Task pane

Using Other Visual Tools

- Creating graphs
- Creating Diagrams and Organizational Charts using SmartArt tools
- WordArt

Slide Masters And Themes

- Viewing Masters
- Modifying Masters
- Inserting date, time and page numbers
- Applying and creating design templates

Presentation Techniques

- Printing notes, slides and handouts
- Creating slide shows using transitions and text animation
- Using Presenter View

What do I get out of it?

- Full understanding of new features, shortcuts and tips for the 2007 version of MS PowerPoint
- Total confidence in setting up, writing and editing your own presentations
- Understanding of how to use different slide tipes to hold your audience's attention
- Added value for your presentation through the ability to produce notes and handouts for your audience



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MS Office 2007

Advanced PowerPoint 2007™

Duration: 1 Day

Overview

Learn to create sophisticated presentations that look professional, discover short-cuts that will save you lots of time

Who is it for?

For anyone who has attended an 'Introduction to PowerPoint 2007' course or self taught delegates with equivalent basic knowledge. You should feel comfortable creating basic presentations that include title slides, text and bullet slides, drawing objects, ClipArt, and pictures.

What is it about?

This course will focus on working more with colour and customizing the slide master, inserting Word tables and Excel spreadsheets into a PowerPoint presentation, working with advanced graphic manipulation features, advanced slide show features, and exporting data out of PowerPoint.

Course Overview

- **Saving Your Files**
 - Using File Formats
 - Exporting a File to PDF
 - Save as HTML
 - Using File Properties
 - Using Auto Recover
- **Navigating The Slide Show**
 - Navigating the Slide Show
 - Using the Navigation Buttons
 - Using the Pointer Button
 - Adding Hyperlinks
- **Adding Tables and Charts**
 - Creating and Working with Tables
 - Inserting a Table
 - Drawing a Table
 - Using the Table Tools Ribbon
 - Working with Cells
 - Inserting an Excel Table
 - The Insert Excel Table Ribbons
 - Setting Style Options
 - Setting Table Styles
 - Changing the Shape of a Fill
 - Applying Borders
 - Adding Effects
- **Working with Charts and Graphs**
 - Creating and Linking Worksheet Charts and Graphs
 - Chart Tools Ribbon
 - Incorporating Titles and Data
 - Legends and Labels

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Advanced PowerPoint 2007™

- **Working with SmartArt**
 - Creating SmartArt
 - SmartArt Tools
 - Resizing Diagrams
 - Inserting SmartArt From a Slide
 - **Adding Graphics**
 - Inserting a Symbol or Special Character
 - Adding and Editing Shapes
 - Changing Diagram Types and Design Schemes
 - Incorporating Text
 - **Working with Text Boxes**
 - Adding a Text Box
 - Selecting Text Boxes
 - Deleting a Text Box
 - Moving a Text Box
 - Resizing a Text Box
 - Rotating a Text Box
 - Formatting a Text Box
 - The Drawing Tools Ribbon
- ClipArt**
- Searching for ClipArt
 - Inserting ClipArt
 - Formatting Clip Art
 - Step-By-Step
 - Skill Sharpener
 - Other Illustrations
 - Inserting a Photo from a File
 - Inserting a Photo from a Scanner or Camera
- **Adding Audio/Visual Effects**
 - Adding a Movie
 - Insert Movie from the Clip Organizer or File
 - Movie Tools
 - Deleting a Movie
 - **Adding a Sound Clip**
 - Insert Sound Clip from Clip Organizer or File
 - Sound Tools
 - Recording a Sound
 - Playing a CD
 - Deleting a Sound
 - **Using Animation**
 - Entrance, Emphasis and Exit Effects
 - Add and Draw Motion Paths
 - **Advanced Animation Options**
 - Speeds and Timing Options
 - Using Slide Transitions
 - Creating a Custom Animation

What do I get out of it?

Increase the visual impact of your slides by adding objects like animations and sound clips to liven up any presentation

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