

## MICROSOFT POWERPOINT 2007 ADVANCED

### WHO SHOULD ATTEND

Those who have taken the PowerPoint Introduction course and wish to expand their skills of the following:

- ◆ Presentations and templates
- ◆ Graphic objects and advanced drawing techniques
- ◆ Animation and multimedia
- ◆ Customization options
- ◆ Meeting Minder, Audience Handouts, and Notes

### PREREQUISITES

A working knowledge of skills outlined in the course PowerPoint Introduction is recommended.

### COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student more advanced features of PowerPoint, a powerful and easy-to-use desktop presentation program, with a main focus on slides, enhancing data, and graphic tools.

### WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

### NEXT CLASS

We recommend the student enroll in the Word series to learn about word-processing, Excel series for spreadsheets, and/or Outlook series for information management.

### SKILLS LEARNED

- ◆ Presentation designs
- ◆ The presentation wizard
- ◆ Customized templates
- ◆ Selecting and assigning fonts of your choice to the template
- ◆ Clip Art
- ◆ Scaling, grouping, re-coloring clip art
- ◆ Adding objects to the Clip Art Gallery
- ◆ Using the AutoCorrect and Style Checker features
- ◆ The Table feature
- ◆ Edit and format a table
- ◆ Importing and embedding
- ◆ Linking and updating links
- ◆ Copy a slide from one presentation to another in Slide Sorter View
- ◆ Flow chart objects
- ◆ Aligning and rotating objects
- ◆ Customize toolbars by anchoring and floating, create your own toolbar, and adding icons to toolbars
- ◆ The Options dialog box
- ◆ PowerPoint and the Internet
- ◆ Add animation to clip art in a presentation by using the Animation Effects toolbar and menus
- ◆ Explore the subject of multimedia and ways to incorporate into presentations
- ◆ The Meeting Minder
- ◆ Creating a list of action items and assignments
- ◆ Bringing PowerPoint meeting notes into Word
- ◆ Sending slides to Word
- ◆ Sharing data between PowerPoint and Word
- ◆ The Send To command

### COURSE OUTLINE

#### LESSON 1: Working with Templates

- ◆ Presentation designs
- ◆ Create your own template with color schemes and background fills

#### LESSON 2: Working with Graphic Objects

- ◆ All about Clip Art
- ◆ Modify clip art objects and work with the Clip Gallery

#### LESSON 3: Importing and Embedding Objects

- ◆ Creating and working with tables from Microsoft Word
- ◆ Importing a Microsoft Excel chart and embedding a Microsoft Excel chart

#### LESSON 4: Advanced Drawing Techniques

- ◆ Using views
- ◆ Enhance flow-chart objects by grouping, arranging, and scaling objects

#### LESSON 5: Additional PowerPoint Features

- ◆ Customize by using the Options dialog box
- ◆ Customize toolbars

#### LESSON 6: Examining Animation and Multimedia

- ◆ Animation effects
- ◆ Incorporating multimedia

#### LESSON 7: Working with Meeting Notes

- ◆ The Meeting Minder
- ◆ Sharing data with Word