

# Microsoft PowerPoint 2007 Advanced



Duration: **1 Day** Course Code: **PPT07ADV**

*This course is designed for existing users of PowerPoint who wish to learn to use more advanced features and time savers to transform their presentations into powerful communication tools.*

## Learning Outcomes

By the end of this course students will be able to work more efficiently with diagrams, create a variety of custom animations, apply motion paths, work with links and embedded objects, create custom shows, merge presentations, insert movies, publish slides, export a presentation to Word and create Macros.

## Prerequisites

This course is designed for students with a good working knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

## Backstage View

- Using Backstage View
- Common Document Tasks
- Customising the Ribbon
- Inspecting a Presentation
- Encrypting a Presentation
- Using Digital Signatures
- Marking a Presentation as Final
- Checking Compatibility

## Photo Albums

- Creating a Photo Album
- Choosing Options

## Enhancing a Presentation

- Adding a Smart Art Graphic
- Modifying Smart Art Graphics
- Convert Text to Smart Art
- Insert/Format a Chart
- Change the Chart Data
- Use Artistic Effects
- Insert a Screenshot

## Working with Masters

- Using Slide Masters
- The Slide Master Ribbon Tab
- Custom Slide Layouts
- The Handouts Master
- The Notes Master
- Handout/Notes Master Ribbon Tab Features

## Special Effects

- Working with Animations
- The Animations Group
- Types of Animations
- Using the Preview Button
- Motion Path Animations

## Linking and Embedding Objects

- Linking Part of a File
- Inserting Objects
- Maintaining Links
- Opening and Editing Source Files
- Cancelling Links
- Changing the Source File
- Creating Action Buttons
- Inserting Hyperlinks
- Summary of Link Types

## Presentation Tools

- Deliver an On-Screen Presentation
- Using Custom Shows
- Creating Custom Shows
- Managing Custom Shows
- Merge your Presentation with Another
- Link a Custom Show
- Insert Sounds and Movies
- Voice Narrations
- Link and Embed Voice Narrations
- Presenter View
- The PowerPoint Viewer

## Shared Presentations

- Sharing Presentations
- Publishing Slides
- Saving a Slide as a Graphic
- Windows Media Player
- Package for CD
- Open a Packaged Presentation
- Export a Presentation to Word
- Fax Slides

## Macros

- Macros Overview
- Macro Security
- Creating a Macro
- Visual basic Editor
- Run/Play a Macro
- Save a Macro
- Delete a Macro
- Copy a Macro
- Add a Macro to the Quick Access Toolbar

## Design Principles

- Understanding Colour Relationships
- Background Colour
- Colour Purpose
- Using the Appropriate Colour for your Message

