

Microsoft PowerPoint 2007

Creating Presentations

One Day Course

Microsoft PowerPoint is a widely used presentation program. The skills and knowledge acquired in this course are sufficient to be able to use and operate the software at a competent level.

Learning Outcomes

At the completion of this courseware participants will be able to:

- Work with the basic features of PowerPoint
- Work with presentations
- Create a new presentation
- Learn how to add slides with different layouts
- Insert and modify clip art in your presentation
- Draw and work with shapes
- Create animations in a presentation
- Create and work effectively with themes
- Navigate a slide show in PowerPoint
- Use a range of printing techniques
- Create and work with tables and charts
- Create and work with SmartArt
- View and modify slide masters
- Create and use custom templates
- Modify charts in a presentation
- Modify and work effectively with tables
- Import data into PowerPoint from a number of different applications
- Insert movie and sound clips and work with action buttons
- Set up a presentation based on how it is to be delivered
- Find the information you need in Help

Who Will Benefit From this Course?

This course is designed for users who wish to learn how to create professional presentations using Microsoft PowerPoint 2007.

Pre-requisites

This course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Introduction to computers is a suggested pre-course to provide basic computer knowledge and skills.

Program Benefits

- Greater career opportunities
- Fun, effective, supportive learning environment
- Flexible delivery methods

Duration

1 day 9.30am—4.30pm

Course Dates

Visit www.interwork.com.au for the latest course schedule and booking form or call us on (08) 8416 6500.

Booking Details

Phone: (08) 8416 6500

Fax: (08) 8416 6530

Email: interskills@interwork.com.au

Course Cost

\$245.00 per person plus GST

Modules: Microsoft Powerpoint 2007

This course uses a selection of the following modules

Getting To Know PowerPoint

Starting PowerPoint
The PowerPoint Screen
Using The Ribbon
Using KeyTip Badges
Minimising The Ribbon
Shortcut Menus
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
The Quick Access Toolbar
Customising The Quick Access Toolbar
The Office Button
Using The Office Button
The Status Bar
Customising The Status Bar
Exiting Safely From PowerPoint
Getting To Know PowerPoint

Working With Presentations

Opening Existing Presentations
Switching Between Open Presentations
Understanding PowerPoint Views
Switching Between Views
Navigating A Presentation
Using The Zoom Tool
Closing A Presentation
Returning To A Previous Presentation
Working With Presentations

Creating A Presentation

Designing A Presentation
Presentation Methods And Hardware
Creating A New Blank Presentation
Using Installed Or Online Templates
Creating A Presentation Based On A Theme
Adding Text Using The Outline Pane
Saving A Presentation
Adding Slides And Text
Previewing A Slide Show
Creating A Presentation

Slide Layouts

About Slide Layouts
Adding A Title Slide
Adding A Title And Content Slide
Adding A Section Header Slide
Adding A Table To A Slide
Adding A Picture With Caption Slide
Adding A Chart To A Slide
Changing The Slide Layout
Slide LayoutsT

Text Techniques

Text Pointers

Adding Text Directly To A Slide
Formatting Text
Formatting Paragraphs
Changing Bullet And Numbering Styles
Editing Text
Applying Simple WordArt
Deleting A Text Placeholder
Using Undo And Redo
Text Techniques

Clip Art

Inserting Clip Art
Resizing Clip Art
Modifying Clip Art
Modifying Elements Of Clip Art
Applying Effects To Clip Art
Rotating Clip Art
Inserting Clips From The Organiser
Clip Art

Shapes

About The Shapes Gallery
Drawing Arrows And Lines
Drawing Shapes
Working With Shapes
Arranging Shapes
Adding Connectors To Shapes
Adding Text To Shapes
Grouping Shapes
Formatting Shapes
Layering Shapes
Adding A SmartArt Graphic
Formatting A SmartArt Graphic
Shapes

Animation

Applying Simple Animation To Text
Custom Animation
Applying Custom Animation To Text
Applying Custom Animation To Objects
Motions Paths
Animating Diagrams
Applying Slide Transitions
Changing Custom Animation
Animation

Themes

Understanding Themes
Applying A Built-in Theme
Changing Theme Colours
Changing Theme Fonts
Changing Theme Effects
Changing Slide Backgrounds
Installing A Custom Theme
Changing The Page Setup
Themes

Slide Show Navigation

Using Slide Sorter View
Reusing Slides
Adding Notes To Your Slides
Slide Numbers
About Hyperlinks
Creating An Internal Hyperlink
Creating A Hyperlink To Another Presentation
Creating A Hyperlink To Another Application
Keyboard Shortcuts For Navigating Slide Shows
Presenting A Slide Show
Slide Show Navigation

Printing

Print Preview Options
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages
Printing The Outline
Printing

Tables And Charts

Understanding Tables
Creating A Table
Formatting A Table
About Charts
Creating A Chart
Changing Chart Types
Applying A Chart Style
Changing The Chart Layout
Tables And Charts

SmartArt

Understanding SmartArt
Creating An Organisation Chart
Typing Text Using The Text Pane
Adding Peers
Adding Subordinates
Adding An Assistant
Promoting And Demoting
Switching Right To Left
Changing The Layout
Changing Colours
Changing SmartArt Styles
Deleting A Shape From SmartArt
SmartArt

Slide Masters

Using Slide Masters
Viewing The Slide Master
Modifying The Master Font
Modifying The Bullet Colour
Changing The Bullet Shape
Adding An Image

Modules: Microsoft Powerpoint 2007

This course uses a selection of the following modules

Adding Slide Numbers
Slide Masters

Templates

About Templates
Creating A Blank Presentation
Applying A Theme
Creating A New Layout
Customising A Layout
Adding Content
Creating A Template
Using A Custom Template
Templates

Modifying Charts

Chart Elements
Modifying Chart Data
Deleting Data Series
Changing The Layout Of Chart Elements
Formatting Chart Elements
Working With Pie Charts
Modifying Charts

Modifying Tables

Formatting A Table
Formatting Text As Bullets
Changing Column Width
Changing Row Height
Adding Borders
Adding Shading
Modifying Tables

Importing Into PowerPoint

About Object Linking And Embedding
Copying Word Tables As Embedded Objects
Inserting A New Excel Table
Copying And Linking Excel Tables
Copying And Linking Excel Charts
Importing Into PowerPoint

Media And Action Buttons

About Movies And Sounds
Inserting A Movie Clip
Inserting A Sound Clip
Action Buttons
Creating Action Buttons
Creating A Custom Action Button
Assigning An Action
Testing Action Buttons
Media And Action Buttons

Setting Up Shows

Self-Running Presentations
Applying Timings For A Kiosk
Using Rehearsed Timings
Setting Up The Show For A Kiosk

Setting Up A Speaker-Led Show
Creating A Custom Show
Packaging Presentations For CD
Setting Up Shows

Getting Help

Understanding How Help Works
Accessing The Help Window
Browsing For Help
Returning To The Home Page
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Dialog Box Help
Other Sources Of Help
Getting Help