

Microsoft PowerPoint 2007 - Intermediate

General Description

Enhance existing presentations with tables, charts, movie clips, sound clips and action buttons. Use themes, slide masters and templates to create consistent presentations quickly and easily.

Learning Outcomes

- Add text to a slide, format text, format paragraphs, edit text and apply WordArt
- Create a formatted table and produce a variety of chart types with different styles and layouts
- Modify chart data, delete a data series and change the layout and formatting of chart elements
- Apply bullets to table text, adjust the structure of a table and add table borders and shading
- View the slide masters, modify the master font, change bullet settings and insert an image
- Apply a theme, create a new layout and use a custom template
- Embed a Word table, insert a new Excel table and link existing Excel tables and charts
- Insert a movie clip, add a sound clip and create custom action buttons
- Use rehearsed slideshow timings and set up speaker-led and custom shows
- Access the Help window, search Help using keywords and print Help topics

Duration

One Day

Prerequisite

Basic understanding of Microsoft PowerPoint

Topics

Text Techniques

Tables and Charts

Modifying Charts

Modifying Tables

Slide Masters

Templates

Importing into PowerPoint

Media and Action Buttons

Setting up Shows

Getting Help