

Training Specification

Course: Microsoft PowerPoint 2007 Level 2;
Effective Presentations

Duration: One-Day

- COURSE OBJECTIVES:**
- Customizing PowerPoint
 - Use the Tables, Organization charts, Graphs ,Excel Spreadsheets in the presentation
 - Enhance presentations by Drawing Objects, Applying Colours to Objects, Rotating Objects, Grouping Objects
 - Use of Themes and Master Slides
 - Understanding to view the slide shows
 - Save a presentation in HTML format and presentation on web.
 - Run, edit and delete Macros.

WHO SHOULD ATTEND: PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

EXPERIENCE NEEDED: Delegates should have an understanding of the operating systems: Windows 2000 or above.

COURSE CONTENT

1. Customising

Customising PowerPoint

- Change the default format of the blank presentation
- change the default language setting
- change the default display options
- change the default spelling options
- change the default security options
- change the default save and changing default folder options

About the Quick Access Toolbar

Add-in programs

- Load an add-in program
- Unload an add-in program

3. Drawing Tools

Drawing Options

Drawing Shapes

- Draw circles, squares, and Auto Shapes
- Change the colour of a shape
- Change the fill effect of a shape
- Change the line border and border colour of a shape

Editing shapes

- Resize an shape
- Type text in a shape

Group and ungroup objects

2. Working with Objects

Insert a Table

Insert rows/Columns

Delete rows/columns

Merge Cells

Add Borders

Sorting a table in PowerPoint

Organisation Charts

Insert an Organization Chart

Edit an Organization Chart

Inserting boxes

Deleting boxes

Convert a box from one type to another

Change box border and border colour

Change the font in your chart

Creating Charts

Insert a Chart

Editing the Chart

Change the Chart Type

Change Chart Attributes

Insert an Excel Worksheet

4. Controlling the Overall Look

Presentation Designs

Apply a Design Theme

Apply a colour scheme to a presentation

Create a custom colour scheme for your slides

Add a shaded background to your slides

Add a textured background to your slides

What happens to my slides when I change the master?

Make a slide that differs from the slide master

Work on the slide masters

Make an object appear on every slide in the presentation

Templates

Create a design template

Create a content template

5. Slide Shows

- Viewing a Presentation
- Running Slideshows
- Electronic Presentations
- Hints for creating and running slide shows
- Animating slides
 - Apply animation effects to a Slide
 - Add transitions to a slide show
 - Apply slide timings
 - Set slide timings while rehearsing
 - Run a slide show
 - Write or draw (annotate) on slides during a slide show
 - Erase annotations during a slide show
 - Create a loop Slide Show
- Package for CD
 - Prepare a presentation for use on another computer
 - Unpack a presentation to run on another computer

6. PowerPoint on the Web

- Conferencing
 - Hosting an online meeting
 - Participating in an online meeting
 - Collaborating in an online meeting
 - Join an online meeting
- Presentations on the Internet
 - Save a presentation in HTML format
 - How to save a Presentation as a HTML File
 - About hyperlinks in a presentation
 - Add, edit, and remove hyperlinks in a presentation
 - How to create a hyperlink in a presentation
 - How to create an email hyperlink in a presentation
 - How to change the color of hyperlinks
 - How to change a hyperlink destination
 - How to Change hyperlink text
 - How to remove the hyperlink, but not the text or object that represents it
 - How to remove a hyperlink and the text or object that represents it
 - Set a hyperlink base for a presentation

7. Using Macros in PowerPoint

- Automating tasks you perform frequently
 - Record a macro
 - Run a macro
 - Edit a macro
 - Delete a macro
 - Attach a macro to the Quick Access Toolbar
- How to check presentations for macros that might contain viruses

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