

POWERPOINT 2007

OBJECTIVES

At the end of this course, the participant will be able to produce presentations using the software and to incorporate drawings and images.

TARGETED CLIENTELE

Public

PREREQUISITES

Microsoft Windows and Microsoft Office



COURSE SYLLABUS

1. PowerPoint 2007 basics

- PowerPoint 2007
- Launching PowerPoint 2007
- Exploring the Office PowerPoint 2007 interface
- Ribbon
- Quick Access toolbars
- Exploring the presentation window
- Default advanced options
- Closing PowerPoint

2. Getting started with PowerPoint

- Creating presentations
 - Create a presentation using the AutoSummarize Wizard
 - Create a presentation from a design template

- Create a presentation from the default template
- Create a presentation from an existing presentation
- Move from one presentation to another
- Closing, recording and opening
 - Close a presentation
 - Save a presentation by keeping it on the screen
 - Open a presentation
- Conception of a presentation

3. Travel and display

- Travel in a presentation
- Viewing a presentation
 - Change the display mode
 - Change the size of the display
- Viewing a slideshow
 - Show a specific slide when viewing
 - Using the pen tool

4. Managing slides and placeholders

- Managing placeholders
 - Add a title and subtitle
 - Manage automatic corrections add a bulleted list
 - Add an image to a placeholder
 - Select placeholders
 - Delete the entire contents of a placeholder
 - Delete a placeholder
- Manipulating placeholders
- Presenter comments
 - Add a comment
- Layout

5. Formatting text

- Formatting characters
- Formatting paragraphs
- Bullets and numbers
- Restoring the formatting of a slide

6. Header, footer and print

- Header and footer
 - Create a page footer on slides
 - Create a header and footer for comments and other documents
 - Delete a header or footer
- Print
 - Setting the layout
 - Print slides in a presentation
 - Print the presentation for the audience
 - Print comments pages
 - Print the layout of a presentation
 - Preview before printing

7. Themes

- Themes
- Background of a theme

8. Masks

- Presentation of masks

9. Plan mode

- Organization of a presentation
 - Identify the icons in the outline pane
 - Select elements of a plan
 - Hide/show items from all slides
 - Hide/show items on a specific slide
 - Change the level of items in a list
 - Change the order of items in a list
 - Change the order of the slides
 - Remove elements from the plan

10. Graphic objects

- Graphic objects
- Images
 - Insert an image from the library
 - Insert an image from a folder
 - Change the size of an image
 - Move an image
- Crop an image

- Predefined shapes
 - Draw a shape
 - Access other AutoShapes
 - Add text to a shape
 - Insert text box
 - Connect objects

11. Manipulating and formatting graphical objects

- Manipulating graphical objects
 - Align objects
 - Align objects using placemarks
 - Change the overlay order
 - Group/unlink graphical objects
 - Perform rotations or reversions
- Object appearances
 - Change the appearance of an image
 - Apply a border
 - Apply a fill
 - Change the padding of text boxes
 - Add shadow
 - Change shadow options
 - Add a 3D effect
 - Customize the 3D effect
 - Change the appearance of a shape or object WordArt
 - Replace one shape with another
 - Change the ends of open shapes
 - Copy formatting

12. Tables

- Tables
 - Add table
 - Change the width of the columns
 - Insert columns/rows
 - Delete columns/rows
 - Split/Merge cells

- Change the height of the rows
- Align cell content
- Change cell margins
- Apply formatting to the table
- Appearance of tables

13. Data graphs

- Data graphs
- Customizing graphics
- Graphics appearance

14. Multimedia objects and hyperlinks

- Media objects
 - Add a sound, animated image, or movie
 - Change settings audio files and video
 - Make a recording and embed it
 - Include tracks from a compact disc
- Hyperlink and action buttons
 - Add action button
 - Change the settings of an action button
 - Create hyperlinks

15. Animation of a presentation

- Linking slides
 - Define the transition between slides
- Linking objects
 - Apply a predefined animation set
 - Apply a custom animation
 - Change the effect settings of an animation
 - Set up text animation
 - Set up a diagram or chart animation
 - Specify playback settings for media objects
 - Delete an animation effect
 - Replace an animation effect
 - Change the order of animation effects
 - Specify animation timing settings

- Trajectories
- Draw a trajectory
- Show editing points for a path
- Move an edit point
- Add edit points
- Delete an edit point
- Reverse a path
- Close or open a path
- Triggers
- Setting the timer
- Recording a narration

16. Customizing an animation

- Change the effects settings of an animation
- Trajectories
- Triggers
- Recording a narration

17. Broadcast a slideshow and other features

- Slideshow setup
- Take away presentation
 - Create the “package” of a presentation
 - View the presentations of a “package”
 - Starting a presentation automatically
- Starting a presentation automatically
- Broadcast on the Internet
 - Send a presentation by email
 - Get an overview of a Web page presentation
 - Save a presentation as a Web page
- Importing slides
- Sub-presentations
- Comments
- Converting slides to image
- Creating a photo album
 - Edit photo album
- Image compression