

Course Outline

PowerPoint 2007 Level 2

1 Day

Description

In this one-day advanced class, participants will learn about PowerPoint 2007's enhance text; use Outline view; and work with tables; work with organization and datasheet charts; multimedia features; work with Masters; discover how to share information; and learn how to create enhanced slide shows. After completing PowerPoint 2007 Level 1 and Level 2, students would have covered all the topics that map to the Microsoft Office Specialist Expert certification exam.

Prerequisites

- PowerPoint 2007 Introduction or equivalent experience

Who Should Take This Course?

Microsoft PowerPoint 2007 users who want to learn the advanced "expert" features.

Objectives

- ✓ Enhance text.
- ✓ Use Outline view.
- ✓ Work with tables.
- ✓ Work with organization charts.
- ✓ Work with datasheet charts.
- ✓ Work with multimedia.
- ✓ Work with Masters.
- ✓ Share information.
- ✓ Create enhanced slide shows.
- ✓ Customize toolbars and menus.

Outline

Enhancing Text

Using AutoCorrect, AutoFit, and AutoFormat
Using the Style Checker
Working with Multilingual Support
Setting up Office 2007 for Multiple Languages
Using Automatic Language Detection

Using Outline View

Working with Outlines
Switching to Outline View
Editing Slides in Outline View
Creating New Slides in Outline View
Modifying Slides in Outline View
Printing an Outline

Working with Tables

Creating and Formatting Tables
Customizing a Table
Changing Column Width and Row Height
Inserting Rows and Columns
Deleting Rows and Columns

Working with Organization Charts

Creating an Organization Chart
Deleting Boxes
Entering Text in an Organization Chart
Adding the Organization Chart to the Slide
Editing an Organization Chart

Moving Boxes
Saving an Organization Chart
Inserting a Saved Chart
Adding Items to an Organization Chart
Adding New Boxes to Organization Chart Levels
Adding a Title to an Organization Chart
Formatting an Organization Chart

Working with Datasheet Charts

Adding and Managing Charts
Adding Charts
Entering Data in the Datasheet
Formatting Numbers in the Datasheet
Deleting Columns and Rows
Inserting Columns and Rows
Adding the Chart to the Slide
Editing a Chart
Modifying Charts
Changing the Data Series Orientation
Changing the Chart Type
Adding and Removing Gridlines
Adding and Removing the Legend
Formatting Chart Objects
Changing the Font
Formatting Axes and Data Series

Working with Multimedia

- Inserting Animated Pictures and Movies
- Editing Pictures
- Working with Animation Effects
- Inserting Sounds

Working with Masters, Backgrounds, and Color Schemes

- Working with the Slide and Title Masters
 - Viewing the Slide Master
 - Inserting a Title Master
 - Working with Objects in Masters
 - Editing Text on the Title and Slide Masters
- Working with the Handouts Master and Notes Master
 - Using the Handout Master
 - Working with the Notes Master
- Creating Custom Backgrounds and Color Schemes
 - Creating a Custom Background
 - Creating a Custom Color Scheme

Sharing Information

- Importing Excel Charts and Data
- Working with Word Text
 - Inserting Text from Word
 - Exporting an Outline to Word
- Linking Objects

Creating Enhanced Slide Shows

- Creating Action Buttons and Hyperlinks
- Using the Meeting Minder
- Packing a Presentation
- Saving a Presentation for use on the Internet
- Broadcasting a Presentation
 - Using NetMeeting
- Creating 35mm Slides of a Presentation

Customizing Toolbars and Menus

- Creating and Running Macros
 - Running a Macro
- Adding Items to Toolbars and Menus
 - Adding Commands to a Toolbar or Menu
 - Adding Built-in Menus
 - Adding a Custom Menu
- Creating a Custom Toolbar
- Customizing a Toolbar
 - Changing the Image on a Toolbar Button
- Manipulating Toolbar Items
 - Moving and Copying Buttons and Commands
 - Removing Buttons and Commands
 - Resetting Toolbars and Menus