

Training Course Specification

Course: Microsoft PowerPoint 2007 Level 2; Effective Presentations

Duration: Approx 25 Hours

- 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
 - How to change the default format of the blank presentation
 - How to change the Default Language Setting
 - How to change the default Display options
 - How to change the default Spelling options
 - How to change the default Security options
 - How to change the default Save and Changing Default Folder options
- About the Quick Access Toolbar
- Add-in programs
 - How to Load an add-in program
 - How to unload an add-in program

2. Working with Objects

- How to insert a Table
- How to insert rows/Columns
- How to delete rows/columns
- How to merge Cells
- How to add Borders
- Sorting a table in PowerPoint
- Organisation Charts
 - How to insert an Organization Chart
 - How to edit an Organization Chart
- Inserting boxes
- Deleting boxes
- How to convert a box from one type to another
- How to change box border and border colour
- How to change the font of any text in your chart
- Creating Charts
 - How to insert a Chart
 - Editing the Chart
 - How to change the Chart Type
 - How to change Chart Attributes
 - How to insert an Excel Worksheet

3. Drawing Tools

Drawing Options

Things you draw fall into two categories
Drawn objects have attributes, just like other objects

Drawing Shapes

How to draw circles, squares, and Auto Shapes
How to change the colour of a shape
How to change the fill effect of a shape
How to change the line border and border colour of a shape

Editing shapes

How to resize a shape
How to type text in a shape

Group and ungroup objects

5. Slide Shows

Viewing a Presentation

Running Slideshows

Electronic Presentations

Hints for creating and running slide shows

Animating slides

How to apply animation effects to a Slide
How to add transitions to a slide show
How to apply slide timings
How to set slide timings while rehearsing
How to run a slide show
Write or draw (annotate) on slides during a slide show
Erase annotations during a slide show
How to create a loop Slide Show

Package for CD

Prepare a presentation for use on another computer
Unpack a presentation to run on another computer

7. Using Macros in PowerPoint

Automating tasks you perform frequently
How to record a macro
How to run a macro
How to edit a macro
How to delete a macro
How to attach a macro to the Quick Access Toolbar
How to check presentations for macros that might contain viruses

4. Controlling the Overall Look

Presentation Designs

How to apply a Design Theme
How to apply a colour scheme to a presentation
How to create a custom colour scheme for your slides
How to add a shaded background to your slides
How to 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
How to work on the slide masters
Make an object appear on every slide in the presentation

Templates

How to create a design template
How to create a content template

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