

# Microsoft PowerPoint 2007 Specialised

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## Overview

The skills and knowledge acquired in Microsoft PowerPoint 2007 Specialised are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft PowerPoint 2007 Specialised is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft PowerPoint 2007 Specialised assumes the delegate has completed PowerPoint 2007 Fundamentals or has equivalent knowledge.

## Objectives

At the completion of Microsoft PowerPoint 2007 Specialised you should be able to:

- identify the importance of planning a presentation
- use the drawing tools to create and manipulate a range of drawings in your presentations
- use themes to enhance your presentations
- manage and manipulate slides within a presentation and between presentations
- print your presentations in a variety of different formats
- run a slide show with or without animation or transition effects
- use SmartArt graphics to communicate important information in your presentations
- create and manipulate organisation charts using SmartArt
- copy and link information from other data sources, such as Word and Excel
- insert and manipulate pictures
- add, manage and use a range of Clip Art files
- enhance drawings and pictures using a range of effects
- enhance your slide shows using hyperlinks, action buttons, movie clips and sounds
- properly prepare presentations for distribution
- publish your presentations so that they can be shared with others
- set up an on-screen presentation for speaker-led or self-running slide shows

**Course Duration is 1 Day**

**Course Code: P6M2**

## Topics

### Design Considerations

- Planning a Presentation
- The Environment
- The Audience
- Style Guidelines
- Design and Layout

### Slide Masters

- The Slide Master View
- Changing the Slide Master
- Slide Layouts
- Changing Slide Layouts
- Inserting Slide Layouts and Placeholders
- Multiple Slide Masters and Master Layouts
- Inserting a New Slide Master
- The Handout Master and Notes Master
- Saving a New Presentation Template
- Using a Presentation Template

### Drawing Objects

- Drawing Tools
- Drawing Shapes
- Selecting Objects
- Moving or Copying Objects
- Deleting Objects
- Arranging Objects
- Grouping Objects
- Formatting Objects
- Resizing Objects
- Layering Objects and Changing their Order

### Themes

- Applying a New Theme to a Presentation
- Theme Colours
- Theme Fonts
- Theme Effects
- Working with Backgrounds
- Changing the Page Setup

### Slide Management

- Using The Slide Sorter View
- Adding Slides From Other PowerPoint Files
- Adding Notes to Your Slides
- Greyscale and Colour Settings

### Printing

- Preview Options
- Previewing and Printing Slides
- Printing
- Printing Handouts
- Printing For Overhead Transparencies

### Running a Slide Show

- Running a Simple Slide Show
- Setting Slide Transitions
- Animation
- Custom Text Animation

- Using Custom Animation
- Custom Animation Contents
- Using Emphasis Custom Animation
- Advancing Slides
- Setting Up Slide Shows

### Custom Slide Shows

- Creating a Custom Slide Show
- Editing a Custom Slide Show
- Running a Custom Slide Show

### Working with SmartArt

- Understanding SmartArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing the SmartArt Style
- Changing The Colour of SmartArt Styles
- Changing the SmartArt Layout
- Adding a New Shape to a SmartArt Graphic
- The SmartArt Tools Format Tab
- Resizing and Moving SmartArt

### SmartArt - Organisation Charts

- Hierarchy Layout Options
- Creating an Organisation Chart - Summary
- Overview of Organisation Chart Design Tools
- Overview of Organisation Chart Format Tools
- Creating a New Organisation Chart
- Enhancing an Organisation Chart
- Manipulating Subordinates and Peers

### Using Other Data Sources

- Paste Options
- Pasting a Word Table
- Linking To a Word Table
- Linked Objects
- Working with Linked Objects
- Using Excel Data in a Presentation
- Creating a Hyperlink to a Word Document

### Working with Pictures

- Pictures Overview
- Using a Picture Placeholder
- Using the Insert Tab to Insert a Picture
- Inserting a Picture from the Clip Art Pane
- The Selection and Visibility Pane
- Using the Selection and Visibility Pane
- The Format Picture Tab
- Recolouring a Picture
- Changing the Picture Style
- Rotating and Flipping
- Cropping a Picture
- Resizing a Picture

### Clip Art

- The Clip Art Pane

- Searching in the Clip Art Pane
- Microsoft Clip Organizer
- Adding a Photo to the Clip Organizer
- Working with Clip Keywords
- Managing Clips
- Adding Online Clips to the Organizer

### Using Effects

- How to Use Effects
- Setting a Transparent Colour
- Applying 3-D Effects to Objects
- Applying Shadow Effects to Objects
- Fill Effects
- Applying Colour Fill Effects

### Automating Slide Shows

- Understanding Hyperlinks
- Creating a Hyperlink
- Creating a Link to an External File
- Understanding Action Buttons
- Creating Action Buttons
- Adding an Action to an Existing Object
- Using Action Buttons During a Slide Show
- Working with Movie Clips
- Working with Sounds
- Adding Sounds to Your Presentation
- Adding a Movie Clip To Your Presentation

### Preparing for Distribution

- The Prepare Menu and Document Properties
- Inspecting a Presentation
- Encrypting Presentations
- Using Digital Signatures
- Restrict Permissions
- Using Mark as Final
- Running the Compatibility Checker

### Publishing Presentations

- Package for CD
- Publishing Slides to a Slide Library
- Creating Handouts For Use in Word
- Sharing Presentations with others
- Sending Presentations
- How to Publish a Presentation to the Web
- Publishing a Presentation to the Web

### Setting Up Slide Shows

- Understanding Set Up Slide Show Options
- Rehearse Timings
- Using Timings
- Understanding Narration
- Narrating Before Running a Slide Show