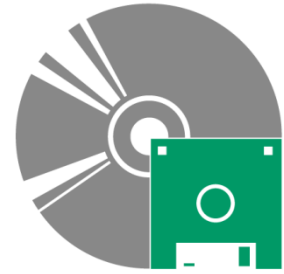


Microsoft Office 2007

PowerPoint 2007 Intermediate

1-Day Course Contents



ashbee
COMPUTER
SERVICES

The topics listed below are included in a standard Microsoft PowerPoint 2007 Intermediate Course. On request, we will tailor client specific intermediate courses to meet your requirements, please contact us for further details.

COURSE OUTLINE

Presentation Views in Depth

Move or copy slides to another presentation.
Apply different themes to selected slides in a presentation.
Move bullet points from one slide to another.

Headers and Footers

Apply slide footers
Apply notes and handouts headers and footers

Master Slides

Overview of:
Slide Master
Title Master
Handout Master
Notes Master

In Slide Master and Title Master create a custom template to include:

- custom themes
- custom layouts
- custom bullets
- inserted objects (eg logos, picture backgrounds)

Page Setup and Print Settings

Links in a slideshow to slides in the same presentation and other presentations
Links in a slideshow to websites and Microsoft Office files

Transition, Animation and Sound Effects

Slide transitions
Preset animations
Custom animations
Sound effects

Run an Automatic Presentation

Rehearse timings in Slide Sorter view
Saving timings
View a presentation automatically

Slide Show

Start Options
Custom Slide Shows
create, edit, show, link to, delete
Set up Slide Shows
show types and options
Save as a PowerPoint Show (.ppsx)
Package a presentation for CD or Folder

Who Should Attend

Experienced users of PowerPoint 2007, or users who want to increase/update their knowledge of the program. This is a one day course. Previous knowledge of Windows and PowerPoint is assumed.