

## PowerPoint Advanced – 1 day



### Course Objectives

Learn the more advanced features of PowerPoint. By the end of this course, students will be able to create tables, graphs and organisation charts, present, build and animate slide shows, work with Multimedia within a presentation, use PowerPoint with the Internet, customise toolbars and create macros.

### Prerequisites

This course assumes you have gained a basic understanding of Windows. This course assumes knowledge of PowerPoint to the level of our Introduction/Intermediate course.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Certified Application Specialist

Following the PowerPoint Introduction / Intermediate and PowerPoint Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – **PowerPoint 2007 (77-603)**.

### Review Exercise

#### Working with Tables

- Adding a Table to a Slide
- Table Tools - The Design Tab
- Table Tools - The Layout Tab
- Formatting the Table

#### Charts

- Chart Types
- Creating a Chart
- Modifying the Chart Layout
- Adding Titles to a Chart
- Formatting the Axes
- Changing the Chart Style and Layout
- Editing and Selecting Chart Data
- Selecting Chart Elements
- Chart Formatting Options
- Formatting a Chart
- Changing Fill Colours
- Creating a Pie Chart
- Changing the Chart Type
- Manipulating Charts

#### 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

#### Working with 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



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### Running a Slide Show

- Running a Simple Slide Show
- Setting Slide Transitions
- Animation
- Custom Animation
- Advancing Slides
- Navigating Slide Shows
- Setting Up Slide Shows

### Themes

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

### 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

### Automating Slide Shows

- Creating a Hyperlink
- Creating a Link to an External File
- Understanding Action Buttons
- Creating Action Buttons
- 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

### Setting Up Slide Shows

- Set Up Slide Show Options
- Rehearse Timings
- Using Timings
- Understanding Narration
- Package for CD

### Custom Slide Shows

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

### Merging Information

- Creating Slides from a Word Outline
- Inserting Slides from other Presentations

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