

Microsoft PowerPoint 2007 Level 2

General Description	The skills and knowledge acquired in Microsoft PowerPoint 2007 Level 2 are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.
Learning Outcomes	At the completion of Microsoft PowerPoint 2007 Level 2 you should be able to: <ul style="list-style-type: none">• insert text into a slide and modify it• create and work with tables and charts• modify charts in a presentation• modify and work effectively with tables• view and modify slide masters• create and use custom templates• import data into PowerPoint from a number of different applications• insert movie and sound clips and work with action buttons• set up a presentation based on how it is to be delivered• find the information you need in Help
Target Audience	Microsoft PowerPoint 2007 Level 2 is designed for users who are keen to broaden their understanding and knowledge of the software. It is ideal for people who work in areas where effective presenting of information is important.
Prerequisites	Microsoft PowerPoint 2007 Level 2 assumes some prior knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	92 pages
Approx* Duration	15.3 hrs
Course Disk	Many of the topics in Microsoft PowerPoint 2007 Level 2 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF733.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, May 21, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Contents

Text Techniques

- Text Pointers
- Adding Text Directly To A Slide
- Formatting Text
- Formatting Paragraphs
- Changing Bullet And Numbering Styles
- Editing Text
- Applying Simple WordArt
- Deleting A Text Placeholder
- Using Undo And Redo

Tables And Charts

- Understanding Tables
- Creating A Table
- Formatting A Table
- About Charts
- Creating A Chart
- Changing Chart Types
- Applying A Chart Style
- Changing The Chart Layout

Modifying Charts

- Chart Elements
- Modifying Chart Data
- Deleting Data Series
- Changing The Layout Of Chart Elements
- Formatting Chart Elements
- Working With Pie Charts

Modifying Tables

- Formatting A Table
- Formatting Text As Bullets
- Changing Column Width
- Changing Row Height
- Adding Borders
- Adding Shading

Slide Masters

- Using Slide Masters
- Viewing The Slide Master
- Modifying The Master Font
- Modifying The Bullet Colour
- Changing The Bullet Shape
- Adding An Image
- Adding Slide Numbers

Templates

- About Templates
- Creating A Blank Presentation

- Applying A Theme
- Creating A New Layout
- Customising A Layout
- Adding Content
- Creating A Template
- Using A Custom Template

Importing Into PowerPoint

- About Object Linking And Embedding
- Copying Word Tables As Embedded Objects
- Inserting A New Excel Table
- Copying And Linking Excel Tables
- Copying And Linking Excel Charts

Media And Action Buttons

- About Movies And Sounds
- Inserting A Movie Clip
- Inserting A Sound Clip
- Action Buttons
- Creating Action Buttons
- Creating A Custom Action Button
- Assigning An Action
- Testing Action Buttons

Setting Up Shows

- Self-Running Presentations
- Applying Timings For A Kiosk
- Using Rehearsed Timings
- Setting Up The Show For A Kiosk
- Setting Up A Speaker-Led Show
- Creating A Custom Show
- Packaging Presentations For CD

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help

Concluding Remarks

Your supplier is:

Product Information