

PowerPoint 2007: Advanced

1 Day

Prerequisites

- MS PowerPoint 2007 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

SECTION 1: Advanced PowerPoint Features

Lesson 1.1: Setting PowerPoint Options

Personalize Options
Proofing Options
Save Options
Trust Center
Add-In Options
Advanced Options
Resources

Lesson 1.2: Working with Multiple Shows

Basic Custom Shows
Linked or Hyperlinked Custom Shows
Creating, Editing, Copying, and Deleting Shows
Setting Show Options
Merging Your Presentation with Another

Lesson 1.3: Delivering a Presentation

Copying a Presentation to a CD or Folder
Opening Packaged Presentations
Delivering a Presentation on a Computer

Lesson 1.4: Using the PowerPoint Viewer

What Is The Viewer?
Downloading the Viewer
Using the Viewer

SECTION 2: Links and Objects

Lesson 2.1: Creating Photo Albums

Creating a Photo Album
Inserting Pictures and Images
Text, Captions, and Picture Order
Picture Layout, Frame Shape, and Design
Templates
Changing Color Effect
Putting it all Together

Lesson 2.2: Creating Links

Link Part of a File
Link an Entire File
Inserting Hyperlinks
Change and Remove Hyperlinks

Lesson 2.3: Editing Links

Updating Linked Information
Open and Edit Source Files
Cancelling Links and Changing the Source
Creating Action Buttons

Lesson 2.4: Using Objects

Create a New Embedded Object
Embedding Part of a File
Embedding an Entire File
Edit Embedded Objects

SECTION 3: Finishing a Presentation

Lesson 3.1: Inspecting a Presentation

Launching the Document Inspector
Running the Document Inspector

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Lesson 3.2: Sharing Your Presentations

- Publishing Slides
- Saving Slides to a Workspace
- Faxing Slides

Lesson 3.3: Working As a Team

- Creating a Workspace
- Inserting, Editing and Deleting Comments
- Mark Presentations as Final

SECTION 4: Advanced Topics

Lesson 4.1: Creating Voice Narrations

- Checking the Settings
- Link and Embed Voice Narrations
- Record and Delete Narrations

Lesson 4.2: PowerPoint and Windows

- Searching for Documents
- Starting PowerPoint on Windows Boot
- Using Office Diagnostics
- Checking for Updates

SECTION 5: Creating Masters

Lesson 5.1: Introduction to Slide Masters

- Types of Masters
- Using the Slide Master Ribbon
- Using the Notes Master Ribbon
- Using the Handout Master Ribbon

Lesson 5.2: Creating Masters

- Create a Master Slide
- Creating a Master Note
- Creating a Master Handout

Lesson 5.3: Using Masters

- Apply Master to a Slide
- Apply Note and Handout Masters
- Removing Masters