



MS PowerPoint 2007
Advanced



Take your presentations to the next level!

PowerPoint 2007 Advanced Training Course

PowerPoint 2007 Advanced Training Course Foreword

If you develop presentations or visuals for any reason, the skills included in this course will help you maximize your use of many robust PowerPoint features to create effective, visually attractive, and useful presentations.

Course Length

1-day

Learning Outcomes

By the end of this course, participants should be able to:

- Insert a picture and a ClipArt image, work with the Picture Tools Tab to change the effects of an image, and move, size and delete and image.
- Insert a Text Box and add text to it, use the Text Box Tools tab to change the appearance of a Text Box, change text attributes within a Text Box, and resize, move and delete a Text Box.
- Insert and modify SmartArt using the Text Box Tools tab, and then format and move, resize and delete the SmartArt object.
- Insert a table, place text in it, use the Table Tools tab to change effects of the table, change rows and columns, and format a table.
- Add a movie and a sound clip to a presentation, and create WordArt and shapes, modifying their attributes using the Drawing Tools tab.
- Perform advanced drawing tasks by using the grid and grid guides, aligning and distributing objects, and ordering and grouping objects.
- Use PowerPoint's research tools to check spelling, perform research in the Research Task Pane, look up word translations, and setting the language.
- Add notes to slides, create a notes master, create a handout master, and print notes and handouts.
- Switch to the Slide Master view, use the tools on the Slide Master tab, create, apply and edit a Slide Master.
- Insert slides from other presentations, create a custom show, package a presentation for use on a CD, and understand the use of the PowerPoint Viewer.

PowerPoint 2007 Advanced Training course outline

PowerPoint 2007 Training Course - Lesson 1 **Getting Started**

- Icebreaker
- Housekeeping Items
- Workshop Objectives
- Action Plans and Evaluations

PowerPoint 2007 Training Course - Lesson 2 **Adding Pictures**

- Inserting a Picture from a File
- Inserting ClipArt
- Using the Picture Tools Tab
- Resizing, Moving or Deleting a Picture

PowerPoint 2007 Training Course - Lesson 3 **Working with Text Boxes**

- Inserting A Text Box
- Adding Text
- Using the Text Box Tools Tab
- Resizing, Moving and Deleting a Text Box
- Formatting a Text Box

PowerPoint 2007 Training Course - Lesson 4 **Adding SmartArt**

- Inserting SmartArt
- Using the SmartArt Tools Tab
- Adding Text to SmartArt
- Resizing, Moving and Deleting SmartArt



PowerPoint 2007 Training Course - Lesson 5 **Adding Tables**

- Inserting a Table
- Adding Text
- Using the Table Tools Tab
- Modifying Rows and Columns

PowerPoint 2007 Training Course - Lesson 6 **Inserting Advanced Objects**

- Adding a Movie
- Adding a Sound Clip
- Creating WordArt
- Drawing Shapes
- About the Drawing Tools Tab

PowerPoint 2007 Training Course - Lesson 7 **Advanced Drawing Tasks**

- Using the Grid and Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects

PowerPoint 2007 Training Course - Lesson 8 **PowerPoint's Research Tools**

- Checking Spelling
- Using the Research Task Pane
- Using the Translation Tool
- Setting the Language

PowerPoint 2007 Training Course - Lesson 9 **Creating Notes and Handouts**

- Adding Notes to a Slide
- Creating a Notes Master
- Creating a Handout Master
- Printing Notes and Handouts

PowerPoint 2007 Training Course - Lesson 10 **Using Slide Masters**

- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master

PowerPoint 2007 Training Course - Lesson 11 **Advanced Presentation Tasks**





- Inserting Slides from Other Presentations
- Creating a Custom Show
- Packaging Your Presentation for CD
- About the PowerPoint Viewer

PowerPoint 2007 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

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