



Course Length: 1.0 days

Take your presentations to the next level!

This dynamic training course is available now throughout Hong Kong, including Central.

This PowerPoint 2007 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

PowerPoint 2007 Advanced Course Outline

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.

Outcomes:

- Insert pictures & ClipArt images
- Insert, resize, move & delete Text Boxes
- Insert SmartArt
- Insert tables
- Modify rows and columns
- Insert advanced objects like a movie, a sound clip & shapes
- Use advanced drawing tools like grids, guides, ordering & grouping
- Use the Research Task Pane
- Use the Translation tool
- Set the language
- Add Notes to slides
- Create a Notes Master
- Create a Handout Master
- Switch to & use the Slide Master view
- Insert slides from other presentations
- Package a presentation on CD

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

- Icebreaker
- Housekeeping Items
- Workshop Objectives

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

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

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

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

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

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

PowerPoint 2007 Advanced Training Course - Lesson 9

PowerPoint 2007 Advanced Training Course - Lesson 10



Creating Notes and Handouts

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

PowerPoint 2007 Advanced 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

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 Advanced Training Course - Lesson 12

Wrapping Up

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

Web Links:

View this course online:

<http://pdtraining.com.hk/courses/powerpoint-2007-advanced-training-course>

In-house Training Instant Quote:

<https://bookingshk.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

Public Classes - Enrol Now!

<https://bookingshk.professionaldevelopmenttraining.com/publicclassbooking.aspx?courseid=65>