



Advanced PowerPoint 2003/2007

Course Outline

Duration: 1 Day

Revision

Creating a Presentation
Creating Charts, Diagrams and Drawing Objects
Hiding Slides
Working with the Slide Master
Slide Animation Techniques – Motion Paths
Animation Order and Start Settings

Working with Graphics

Creating a Photo Album
Using Paste Special... to compress photos

Working with Movies and Sounds

Inserting Movies and Sounds
Looping Movies and Sounds
Play sound through all Slides

Creating PowerPoint Templates

Defining Design Template Characteristics
Creating a Custom Color Scheme
Setting Up a Slide Master
Formatting Custom Bullets
Adding a Footer
Modifying the Notes Master
Saving and using a Custom Design Template

Custom Shows

Creating Custom Shows
Showing a Custom Show

Insert Slides from Files

Selecting and Inserting Slides from Files
Retaining Source Formatting

Hyperlinks

Creating Hyperlinks to Web Pages
Creating Hyperlinks to Files

Automatic Shows

Rehearsing and saving Slide Timings
Setting up the Automatic Show
Looping

Playing a Slide Show

Techniques for Playing a Slide Show
Using Keyboard Controls
Creating and removing annotations on Slides
Moving to a specific slide
Moving to Hidden Slides

Handouts and Speaker Notes

Creating Speaker Notes and Handouts
Sending a presentation to Microsoft Word

Printing Options

Printing slides
Printing Handouts and Speaker Notes
Controlling print output

Preparing your Slide Show

Saving the presentation as a Show
Packing a Presentation for CD
Packing linked and object files
Copying to a folder

Presenting Effectively

The 5 steps to creating a presentation
Planning your speech and your presentation
Audience analysis
Writing your speech
Maintaining audience interest
Handling the question and answer session
Overcoming public speaking anxiety
Using display projectors
What not to do
Presentation checklist

Using Shortcut Keystrokes