



Microsoft PowerPoint 2007 Intermediate with Windows 7 Course Outline

Section 1- Office Integration

- Word Documents for PowerPoint
- Importing a Word Outline
- From List to SmartArt
- Inserting Charts
- Creating a Chart in PowerPoint
- Inserting an Excel Chart
- Linking Data

Section 2 - Slide Themes and Objects

- Formatting the Presentation
- Adding Shapes
- Shape and Text Effects
- Customizing Themes
- Color Schemes
- Slide Backgrounds
- Background Objects
- Saving Custom Themes
- Adding SmartArt

Section 3 - Finishing Touches

- Animation
- Animation Order
- Spelling and Grammar

Section 4- Working with Masters

- Viewing the Slide Master
- Inserting a Logo
- Headers and Footers
- Notes Master
- Handout Master

Section 5- Making the Presentation

- Slide Design
- Note Pages
- Audience Handouts
- CD Packages
- Hyperlinks
- Linking to a Web Site
- Linking to a Slide Show

Section 6 - Multimedia

- Playing a CD
- CD Audio Tools
- Inserting Video Clips

Section 7 - Creating Templates

- New Title Master Slides
- New Slide Masters
- Using a Custom Template
- Presentation Properties

Appendices

- Recording Sounds and Narration
- Compatibility Mode with Windows 7