



# PowerPoint 2007 Advanced

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## Overview

This course introduces the more advanced features of PowerPoint, including multimedia, to produce more interesting, engaging and meaningful presentations.

## Audience

Users who wish to expand their existing knowledge and visually transform basic presentations into a powerful means of communication.

## Course Objectives

At the end of this course, delegates will be able to design templates and work with multimedia to create professional looking presentations.

## Prerequisites

Delegates should have attended the introductory course or have equivalent knowledge.

## Course contents (1 day)

### Masters (Templates)

- Use the Notes Master
- Notes Master Placeholders
- Format Handout Manager

### Customise Master Templates

- Create Customised Presentations
- Apply Colour Schemes
- Customisation of Slide Background
- Apply, Save & Delete Templates

### Slide Shows

- Timings – Slide and Transitions
- Hiding Slides
- Customised Show and Loops
- Create Hyperlinks
- Action Buttons & Slide Finder
- Summary & Agenda Slides

### Special Effects

- Preset Animation Effects
- Add Custom Animation Objects
- Animation Timings & Charts
- Sounds & Video
- Multimedia Settings
- Inserting Animated GIF's



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## Custom Charts

- Gridlines, Axes, Titles & Data Series
- 3-d view, Explode Pie Charts
- Import an Excel Chart – OLE
- Drawing Objects & Text

## Present to a Wider Audience

- Shared Workspace
- Embed Fonts
- Package for CD Wizard (Pack & Go)
- Viewer and Meeting Minder
- Preview as a Web Page and Format for the Web (HTML)
- Schedule an Online Meeting
- Schedule and Start a Broadcast

## Export

- Export Outlines, Notes, Handouts to Word
- Save Slides as Graphics
- Export Slides to 35mm Slides, Colour Overheads or Prints

## Organisation Charts

- Add Managers, Subordinates & Positions
- Manipulate Boxes
- Drawing & Format Lines

## Diagrams

- Add & Modify

## Customisation of Quick Access Toolbar

## Create a Photo Album

## Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable.

## Maximum number of delegates: 8

## Comments From Past Delegate

“Small class, open and relaxed atmosphere. Subjects covered clearly and logically.”

Vanessa Cross Zeus Technology Director Of Marketing

## Cost: 1 unit

To register please email our Training Co-ordinator on [registrations@thelearningcollaboration.com](mailto:registrations@thelearningcollaboration.com)