

Creating Effective Presentations with PowerPoint

(PowerPoint 2007 - Level 2)



WORKING WITH MASTERS AND TEMPLATES

- Opening Templates
- Modifying Slide Masters and Adding Designs
- Changing & Adjusting Background

WORKING WITH GRAPHICS

- Creating Slides for Clip Art
- Modifying Graphics
- Working with Drawing Tools
- Creating WordArt

USING TABLES AND CHARTS

- Creating, Working With and Deleting a Table
- Working with Columns and Rows
- Splitting, Merging & Erasing Cells
- Creating and Erasing Lines
- Aligning Text in Cells
- Changing, Showing and Hiding a Border Style and Color

WORKING WITH ORGANIZATION CHARTS AND DIAGRAMS

- Creating, Modifying and Deleting an Organization Chart
- Inserting and Deleting Organization Chart Shapes
- Adding a Preset Design Scheme to an Organization Chart
- Using Diagram Types

WORKING WITH MULTIMEDIA

- Inserting Sounds and Video Clips
- Automating the Multimedia in your Presentation

DELIVERING YOUR PRESENTATION

- Applying Effects
- Using Slide Transitions & Using Animations Schemes
- Creating a Presentation that Runs By Itself
- Packaging and Copying a Presentation to a CD
- Viewing a Packaged Presentation