



CORPORATE & CAREER TRAINING

POWERPOINT 2007 - ANIMATION & MULTIMEDIA

TRAINING OUTLINE

6 HOURS

I. USING THE OUTLINE TAB

- Working with the Outline Tab
- Collapsing and Expanding Slides
- Demoting and Promoting Text Lines
- Moving Text Lines
- Adding Slides in the Outline Tab
- Deleting Slides from the Outline Tab
- Rearranging Slides in the Outline Tab

II. USING SLIDE SORTER VIEW

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View
- Deleting Slides in Slide Sorter View

III. CREATING BASIC CHARTS

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style and Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background

IV. USING SMARTART

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects

V. EDITING PRESENTATION MASTERS

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Preserving a Slide Master

VI. CUSTOMIZING PRESENTATIONS

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme

VII. APPLYING SPECIAL EFFECTS

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's

VIII. SETTING UP THE SLIDE SHOW

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings