



Computer Consultants Corporation

Microsoft PowerPoint

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): To expand on introductory skills, including advanced formatting, customizing presentations, adding interactivity, and using multimedia.

Prerequisites: Introduction to PowerPoint 2007 or demonstrated familiarity with its topics.

Printing Presentations

- Spell Checking
- Working with SmartTags
- Using Find and Replace
- Using Handout Masters
- Creating Handout Headers and Footers
- Printing Handouts
- Creating Slide Footers
- Creating Agenda and Summary Slides
- Creating Hyperlinks to Slides
- Creating Agenda and Summary Slides
- Repairing and Removing Hyperlinks
- Hiding Slides
- Working with the Slide Show Toolbar Options
- Saving Presentations in Multiple Formats

Adding Multimedia to Presentations

- **Multimedia**
 - Linked Files
 - Relative Locations and Paths for Linked Files
 - Embedded Files
- **Audio**
 - Formats Compatible with PowerPoint
 - QR Audio Formats
 - Software to Create Audio from CD's
 - Software to Create Audio Clips
 - QR Recommended Audio Software
 - Adding Soundtracks
- **Visual**
 - Formats Compatible with PowerPoint
 - QR Video Formats
 - Software to Create Video Clips
 - QR Recommended Video Software
 - Codecs

Adding Video

- **Flash**
 - Creating Speaker Notes
 - How to Enable the Developer Tab
 - Adding Flash SWF Files to Slides
- **Animating Video**
 - Entrance Effects (Fade In/Out Video and Other Animation)
- **Slide Timings**
 - Auto-Navigating to Next Slide in Time with Music

Tables in Presentations

- **Creating Tables**
 - Inserting Tables
 - Entering Data
 - Navigating in Tables
 - Selecting Table Cells
 - Adding Rows and Columns
- **Customizing Tables**
 - Aligning and Formatting Cells
 - Adjusting Rows and Columns
 - Custom Table Formatting
- **Table Styles**
- **Using the Format Painter**

Creating Complex Presentations

- Customizing PowerPoint Templates
- Managing Multiple Slides
- Applying Multiple Design Templates
- Slide Masters
- Multimedia
- Action Buttons