

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

**Intermediate  
Microsoft  
PowerPoint 2007  
(1/2 day)**

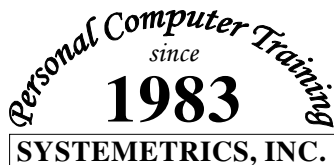
**Duration:** 1/2 day (3 hours)

**Prerequisite(s):** Introduction to Microsoft PowerPoint 2007 or equivalent experience

**Environment:** Microsoft Windows

**Version(s):** PowerPoint 2007. *Not applicable to earlier versions.*

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in PowerPoint.



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Jan-11.

**Who Should Take This Seminar:** *Intermediate Microsoft PowerPoint 2007* is designed to introduce experienced PowerPoint users to many of the little-known features that ease the process of creating and managing presentations. **The student must be familiar with creating PowerPoint presentations.** This seminar should not be taken by those using versions of PowerPoint earlier than PowerPoint 2007. Those people should en-roll in Systemetrics' *Intermediate Microsoft PowerPoint: Tips and Tricks* seminar. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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**Seminar Outline**

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- I. General PowerPoint Tips**
  - A. Customizing the Quick Access Toolbar
  - B. Customizing the way PowerPoint works
  - C. Using keyboard shortcuts
  - D. Using the Quick Format Toolbar
  - E. Using Live Preview
  
- II. General Tips to Increase the Effectiveness of Your Presentation**
  
- III. Tips for Creating and Editing Presentations**
  - A. Using and creating Office themes
  - B. Using theme colors, fonts, and effects
  - C. Modifying masters (slide, handout, and notes)
  - D. Selecting, copying, moving, duplicating, sizing, aligning, rotating, flipping, grouping and ungrouping objects
  - E. Modifying pictures
    - 1. Cropping pictures
    - 2. Changing picture colors, brightness, and contrast
    - 3. Setting transparent colors
  - F. Modifying clipart
  - G. Animating objects
  - H. Inserting SmartArt graphics
  - I. Inserting movies and sounds
  - J. Inserting tables
  - K. Inserting shapes and action buttons
  - L. Creating and using hyperlinks
  - M. Creating charts
    - 1. Importing data
    - 2. Changing a chart's perspective
    - 3. Changing the width of bars
    - 4. Using fill effects and pictures in charts
  - N. Viewing a presentation in grayscale
  
- IV. Tips for Showing Presentations**
  - A. General tips
  - B. Establishing slide transitions and timing
  - C. Using custom shows
  - D. Saving a presentation to automatically open in slide show view