

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

**Intermediate  
Microsoft  
PowerPoint  
2007 - 2010  
(1/2 day)**

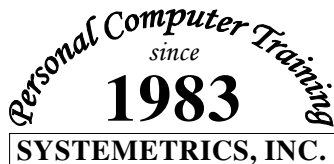
**Duration:** 1/2 day (3 hours)

**Prerequisite(s):** Introduction to Microsoft PowerPoint 2007 - 2010 or equivalent experience

**Environment:** Microsoft Windows

**Version(s):** PowerPoint 2007 or 2010. *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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Dec-11.

**Who Should Take This Seminar:** *Intermediate Microsoft PowerPoint 2007 - 2010* is designed to introduce experienced PowerPoint users to many of the little-known features that ease the process of creating and managing presentations. **Students must be familiar with creating PowerPoint presentations.** This seminar should not be taken by those using versions of PowerPoint earlier than PowerPoint 2007. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, ext. 121.

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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