

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

**Intermediate
Microsoft
PowerPoint 2007:
Tips and Tricks
(1/2 day)**

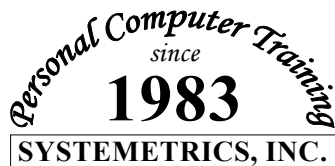
Duration: 1/2 day (3 hours)

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.



**SYSTEMETRICS, INC.
95 Sockanosset Crossroad
Cranston, Rhode Island 02920

Telephone: (401) 275-2200**

All rights reserved.

Jul-09.

Who Should Take This Seminar: *Intermediate Microsoft PowerPoint 2007: Tips and Tricks* 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 enroll 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.

Seminar Outline

- 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