

PowerPoint 2007

Proficient user

6 Modules - 40 topics

Get the text right

Avoid spelling mistakes, find and replace text, get the indents right, discover tools for ensuring faultless text.

Checking the spelling
Finding synonyms
Finding and replacing text
Rulers
Paragraph indents
Managing tab stops

Total number of topics in the module:6

Turn a speech into a slide show

If the ideas you want to communicate already exist in writing, transfer them to a PowerPoint outline for a quick way of creating slides that capture the essence of your message.

Creating a slide/entering content in Outline view
Managing the outline
Repositioning text in an outline
Creating a presentation from a Word document

Total number of topics in the module:4

Do more with objects

From simple techniques for managing objects, to more advanced ones.

Modifying objects
Applying effects to objects
Aligning and distributing objects
Changing the stacking order of objects
Grouping/ungrouping objects
Formatting a chart

Total number of topics in the module:6

Make the most of tables and diagrams

The more at ease you are with tables and diagrams, the better you can communicate your data.

Creating a table/inserting an existing table
Table styles
Modifying and formatting a table
Managing rows and columns in a table
Managing cells in a table
Inserting a SmartArt diagram
Managing a SmartArt diagram
Formatting a SmartArt diagram
Headers and footers

Total number of topics in the module:9

Looking for some action?

Liven up an on-screen slide show with sounds, transition effects and animations.

Inserting slides from another presentation

Inserting audio/video content

Associating an action with an object

Animating objects

Customising animation effects

Animating text

Running animations automatically

Transition effects

Advancing the slides automatically

Writing on slides during the slideshow

Total number of topics in the module:10

Find out more...

Lesser-known features of PowerPoint, but none the less interesting: photo album, package for CD, export, etc...

Creating a photo album

Creating a Package on CD or in a folder

Web pages and e-mail

Exporting to common formats

Converting a PowerPoint presentation

Total number of topics in the module:5