



## COMPLETE COMPUTING, INC.

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### Course 50130A: Learn Microsoft PowerPoint 2007 Step by Step, Level 2

*Length – 1 day*

#### **Prerequisites**

Before attending this course, students must have:

- Basic computer knowledge
- Basic file-management skills
- Basic knowledge of the PowerPoint user interface and presentation creation

#### **At Course Completion**

After completing this course, students will be able to:

- Insert and format a table.
- Insert and update an Excel worksheet.
- Insert and format a chart.
- Insert and format a diagram.
- Convert existing bullet points into a diagram.
- Insert and modify pictures.
- Draw, modify, and connect shapes.
- Insert and modify stylized text.
- Align and stack graphics.
- Animate slide elements.
- Add transition effects.
- Insert, play, and modify sounds.
- Insert, play, and modify movies.
- Create a hyperlink.
- Attach an action to text or an object.
- Save a presentation for the Web.



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## Course Outline

### Module 1: Tables

This module explains how to add tables to a PowerPoint presentation and format the tables, and how to insert Microsoft Office Excel worksheets and then update the worksheets.

#### Lessons

- Inserting and Formatting a Table
- Inserting and Updating an Excel Worksheet

#### Lab : Tables

- Create a table, modify its structure, and format it.
- Insert a worksheet as an embedded object.

After completing this module, students will be able to:

- Create and modify tables.
- Add tables from existing Excel worksheets.

### Module 2: Charts and Diagrams

This module explains how to create and format charts and diagrams, and how to use diagrams rather than bullets to display information.

#### Lessons

- Inserting and Formatting a Chart
- Inserting and Formatting a Diagram
- Converting Existing Bullet Points into a Diagram

#### Lab : Charts and Diagrams

- Create, format, and update a chart.
- Create and modify a diagram.
- Add visual interest with a diagram instead of bullets.

After completing this module, students will be able to:

- Create charts and diagrams, and then update them.
- Change bullet points into a diagram.



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## Module 3: Other Visual Enhancements

This module explains how to insert and modify pictures and stylized text, and how to work with shapes and graphics.

### Lessons

- Inserting and Modifying Pictures
- Drawing, Modifying, and Connecting Shapes
- Inserting and Modifying Stylized Text
- Aligning and Stacking Graphics

### Lab : Other Visual Enhancements

- Add pictures to slides, and then format them.
- Draw, format, connect, and group shapes.
- Create and modify a WordArt object.
- Use various techniques to position graphics.

After completing this module, students will be able to:

- Enhance slides with pictures.
- Create and manipulate shapes.
- Use WordArt to create fancy titles.
- Change the relationship of graphics on a slide.

## Module 4: Animation

This module explains how to animate text and graphics, and how to ensure a smooth transition from one slide to the next.

### Lessons

- Animating Slide Elements
- Adding Transition Effects

### Lab : Animation

- Apply animations to text and graphics.
- Apply and modify transitions.

After completing this module, students will be able to:

- Animate parts of a slide.
- Use transition effects as you move among slides.



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## Module 5: Sound and Movies

This module explains how to work with audio and video files.

### Lessons

- Inserting, Playing, and Modifying Sounds
- Inserting, Playing, and Modifying Movies

### Lab : Sound and Movies

- Insert, preview, and adjust sounds.
- Insert, preview, and adjust a video object.

After completing this module, students will be able to:

- Add, preview, play, and modify sounds and movies.

**Module 6: Web Presentations** This module explains how to add hyperlinks to slides, attach actions to text or objects, and create a Web presentation. **Lessons**

- Creating a Hyperlink
- Attaching an Action to Text or an Object
- Saving a Presentation for the Web

### Lab : Web Presentations

- Insert hyperlinks to a message window and a Web page.
- Attach actions and sounds to text, and create navigation action buttons.
- Convert and edit a Web presentation.

After completing this module, students will be able to:

- Add hyperlinks to allow viewers to jump to related information.
- Attach actions that perform tasks such as opening a program.
- Convert presentations so that they can be viewed on the Web.