

## **POWERPOINT 2007 INTERMEDIATE**

### Introduction

#### Using data from other applications

- what is object linking and embedding?
- adding a Microsoft Office Word table to a slide
- adding a Microsoft Office Excel chart to a slide

#### Creating an organization chart

- setting up an organization chart
- reformatting an organization chart
- additional diagram dialog box options

#### Adding special effects to text

- creating a WordArt text block
- using the font and paragraph groups to enhance text
- using the format painter to copy text attributes

#### Working with shapes

- stacking shapes
- changing the level of a shape
- applying a transparent fill color to a shape
- grouping shapes
- aligning shapes
- connecting shapes
- creating a three-dimensional shape

#### Including sounds and movies in a presentation

- inserting a sound clip into a slide
- inserting a movie clip into a slide
- playing a sound clip and movie clip in a slide show

#### Intermediate slide show techniques

- manually branching to a specific slide in a slide show
- creating a hyperlink branch to a specific slide
- adding animation effects to slides
- adding timings to slides
- creating a custom slide show

#### Working with other PowerPoint users

- including comments in a presentation
- displaying comments in a presentation
- finalizing a presentation
- distributing a presentation for review

#### Additional Intermediate PowerPoint features

- importing an outline document into PowerPoint
- applying a custom background to slides
- using the proofing options
- previewing and saving a presentation as a web page
- applying multiple themes to a presentation
- saving a presentation for use on another computer

#### Final case study