

Microsoft®

PowerPoint 2007

Course Outline

Advanced Level

CUSTOMISING POWERPOINT OPTIONS

- Displaying the PowerPoint Options
- Getting help about Word Options

POPULAR OPTIONS

- Show the Mini Toolbar on selection
- Enabling Live Preview
- Showing the Developer tab on Ribbon
- Always use ClearType
- Colour Scheme
- Customising the ScreenTip Style
- Personalising your copy of Microsoft Office
- Language Settings

PROOFING OPTIONS

- AutoCorrect options
- Replace With
- Exceptions
- Setting Microsoft Office spelling options
- Setting PowerPoint specific spelling options

SAVE OPTIONS

- Setting the default file format for saving presentation
- Setting the AutoRecovery interval
- Setting the default file location

ADVANCED OPTIONS

- Setting the number of undo levels
- Setting the number of recently used documents displayed
- Setting the opening view
- Background printing

CUSTOMIZE OPTIONS

- Adding a command to the Quick Access Toolbar
- Removing a command from the Quick Access toolbar
- Easy way of modifying the Quick Access toolbar

ADD-INS OPTIONS

- What are Add-Ins?

TRUST CENTER OPTIONS

- Trust Center Settings
- Setting trusted locations
- Setting trusted locations

RESOURCES OPTIONS

- Updates
- Microsoft Office Diagnostics
- Contact Microsoft
- Microsoft Office Activation
- Microsoft Office Online
- About Microsoft PowerPoint 2007

PREPARING A PRESENTATION FOR DISTRIBUTION

PROPERTIES

- Viewing properties within a Presentation
- Editing properties

DOCUMENT INSPECTOR

- What is the Document Inspector?
- Using the Document Inspector

ENCRYPTION

- Encrypting a presentation
- Opening an encrypted presentation
- Removing encryption from your presentation

DIGITAL SIGNATURES

- What is a digital signature?
- Creating a digital signature
- Viewing a digital signature
- Digital signature gives protection from changes

FINAL VERSIONS OF A PRESENTATION

- Marking a presentation as the final version

COMPATIBILITY CHECKER

- Checking compatibility with earlier versions of PowerPoint

PUBLISHING PRESENTATIONS

CREATING HANDOUTS IN A MICROSOFT WORD DOCUMENT

- Creating Microsoft Word formatted handouts

PACKAGING A PRESENTATION FOR A CD

- Packaging a presentation for a CD
- Running a presentation packaged for a CD

USING THE POWERPOINT VIEWER

- What is the PowerPoint Viewer?
- Downloading the PowerPoint Viewer

PUBLISHING TO THE WEB

- Saving a presentation in HTML format
- Publishing a presentation to the web
- Changing the web page title
- Setting Web options
- Customising colours
- Setting browser compatibility options
- Setting the screen resolution

MISCELLANEOUS ISSUES

WORDART

- Inserting a WordArt object
- Modifying the WordArt Text Fill
- Modifying the Text Outline
- Applying Text Effects

SYMBOLS

- Inserting a symbol

COMMENTS

- Adding comments
- Navigating between comments
- Editing comments
- Deleting comments
- Hiding comments

NARRATIONS

- Using a microphone
- Setting microphone levels for your narration
- Recording narrations
- Turning off narrations
- Deleting narrations
- Modifying narration quality

POWERPOINT DESKTOP SHORTCUT

- Creating a PowerPoint Desktop shortcut

HYPERLINKS

- Inserting hyperlinks
- Using Hyperlinks
- Adding a 'Home' link
- Inserting a hyperlink pointing to a web site
- Removing hyperlinks