

Globe Training Centre – (GTC)

Microsoft PowerPoint 2007 –Advanced (Curriculum)

Training Objective: Enable effective presentation skills by using MS Power Point advanced methods and tools.

Training Outcome: At successful completion participants will be able to create effective power point presentations within a shorter period of time by using templates, inter-application linking and application shortcuts. .

Content:

- **Microsoft PowerPoint 2007**
 - Creating a New Presentation using Power Point Wizard
 - Use of PowerPoint Templates
 - Create user defined Templates
 - Use of Slide/ Notes Master
 - Formatting and Proofing Text – Advanced
 - Customized Background Formatting
 - AutoShapes, Clipart & WordArt
 - Creating Tables and Manipulation shortcuts
 - Charts – Editing and Formatting
 - Setting Effects
 - Use and Manipulate Audio/ Video files
 - Use of Rehearse Timings
 - Record Narration
 - Inter relating with other applications (MS Excel 2007)
 - Insert Objects
 - Use of dynamic Smart Art diagrams
 - Introduction to Slide Libraries
 - Custom layout
 - New Document Themes
 - Adding Office 2007 security features
 - Use of PowerPoint Publishing Methods
 - File compressing with Microsoft Office Power Point XML format

Training Method: Instructor led practical sessions, and assignments.

Duration: 01 Day (08:30 a.m. – 04:30 p.m.)