

# **INTERMEDIATE POWERPOINT 2007**

## **SECTION 1: Advanced File Tasks**

### **Lesson 1.1: Using My Computer within PowerPoint**

Navigating With My Computer  
Performing Basic Tasks with My Computer  
Changing Views with My Computer  
Using the My Computer Toolbar  
Using the My Places Toolbar

### **Lesson 1.2: Saving Your Files**

Using File Formats  
Exporting a File to PDF  
Using File Properties  
Using Auto Recover

### **Lesson 1.3: Using Templates**

Opening a Template  
Using a Template  
Downloading Templates  
Creating a Template

## **SECTION 2: Adding Tables and Charts**

### **Lesson 2.1: Creating and Working with Tables**

Inserting a Table  
Drawing a Table  
Using the Table Tools Tab  
Working with Cells  
Inserting an Excel Table  
The Insert Excel Table Tabs

### **Lesson 2.2: Formatting a Table**

Setting Style Options  
Setting Table Styles  
Changing the Shade of a Fill  
Applying Borders  
Adding Effects  
Drawing Borders  
Adding and Formatting WordArt

### **Lesson 2.3: Working with Charts and Graphs**

Creating and Linking Worksheet Charts and Graphs  
Chart Tools Tab  
Incorporating Titles and Data  
Legends and Labels

### **Lesson 2.4: Working with SmartArt**

Creating SmartArt  
SmartArt Tools  
Resizing Diagrams  
Inserting a SmartArt Graphic from a Slide

## **SECTION 3: Adding Graphics**

### **Lesson 3.1: Customizing Your Diagrams**

Inserting a Symbol or Special Character  
Adding and Editing Shapes  
Changing Diagram Types and Design Schemes  
Incorporating Text

### **Lesson 3.2: Working with Text Boxes**

Adding a Text Box  
Selecting Text Boxes  
Deleting a Text Box  
Moving a Text Box  
Resizing a Text Box  
Rotating a Text Box  
Formatting a Text Box  
The Drawing Tools Tab

### **Lesson 3.3: ClipArt**

Searching for ClipArt  
Inserting ClipArt  
Formatting ClipArt

## **SECTION 4: Adding Audio/Visual Effects**

### **Lesson 4.1: Adding a Movie**

Insert Movie from the Clip Organizer or File  
Movie Tools  
Deleting a Movie

### **Lesson 4.2: Adding a Sound Clip**

Insert Sound Clip from Clip Organizer or File  
Sound Tools  
Recording a Sound  
Playing a CD  
Deleting a Sound

### **Lesson 4.3: Using Animation**

Entrance, Emphasis and Exit Effects  
Add and Draw Motion Paths

### **Lesson 4.4: Advanced Animation Options**

Speeds and Timing Options  
Using Slide Transitions  
Creating a Custom Animation