

## **PowerPoint 2007 Level 2**

### **Creating Basic Charts**

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style and Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background
- Creating Basic Charts

### **Using Tables**

- Creating a PowerPoint Table
- Inserting a PowerPoint Table
- Drawing a PowerPoint Table
- Inserting a Word Table
- Inserting an Excel Spreadsheet
- Adjusting Table Cells
- Selecting Rows and Columns
- Inserting Rows and Columns
- Applying a Table Style
- Editing the Table Color
- Adding Table Effects
- Formatting Table Text using QuickStyles
- Adding Table Borders
- Using Tables

### **Using SmartArt**

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects
- Using SmartArt

### **Inserting a Photo Album**

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout
- Inserting a Photo Album

### **Customizing Presentations**

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme
- Customizing Presentations

### **Applying Special Effects**

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's
- Adding Special Effects

### **Setting Up the Slide Show**

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings
- Setting Up the Slide Show

### **Expanding a Slide Show**

- Creating a Custom Show
- Setting Up a Custom Show as the Default
- Creating a Hyperlink
- Using a Hyperlink
- Using an Action
- Jumping to Another Presentation
- Expanding a Slide Show

### **Presenting to a Wider Audience**

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Formatting a Presentation for the Web
- Inspecting the Document
- Encrypting the Presentation
- Adding a Digital Signature
- Granting Permissions
- Annotating a Presentation
- Compressing Pictures
- Sending in PDF Format
- Presenting to a Wider Audience

### **Editing Presentation Masters**

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header and Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Editing Presentation Masters

### **Editing Notes and Handout Masters**

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder
- Editing Notes and Handout Masters

**Creating Custom Charts**

- Displaying Chart Axes
- Displaying Chart Gridlines
- Formatting Chart Gridlines
- Formatting Chart Axes
- Formatting the Scale of an Axis
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart
- Adding Text to a Chart
- Inserting a Data Table
- Creating Custom Charts

**Editing Charts**

- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart
- Editing Charts

**Exporting Outlines and Slides**

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic
- Exporting Outlines and Slides