

*Students will learn basic concepts for building and enhancing presentations. This will include creating new presentations, using design templates. Topics such as working with SmartArt and images, animation and presentation techniques will also be covered.*

## Pre-Requisites

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## Duration

1 Day

## Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### PowerPoint 2007 Orientation

- Starting PowerPoint
- The PowerPoint Screen
- Using the Ribbon
- Exiting PowerPoint

### Working with Presentations

- Opening An Existing
- Navigating A Presentation
- Switching Between Views
- Closing A Presentation
- Returning To A Previous Presentation

### Creating a Presentation

- Designing A Presentation
- Presentation Methods
- New Presentations
- Creating A New Presentation
- Saving A Presentation
- Adding Slides And Text
- Previewing A Slide Show

### Drawing Objects

- Drawing Tools
- Inserting Shapes and Lines
- Formatting Objects
- Grouping Objects
- Layering Objects

## Graphics

- Using SmartArt Diagrams
- Inserting Clip Art
- Inserting WordArt
- Modifying Images

## Animation

- Animation Schemes
- Custom Text Animation
- Applying Custom Text
- Custom Object Animation
- Motion Paths
- Animating Diagrams
- Slide Transition

## Slide Show Navigation

- Slide Sorter View
- Adding Speaker Notes
- Creating A Summary Slide
- Removing Slide Numbers
- Hyperlinks
- Internal Hyperlinks
- Hyperlink To Another Application
- Presenting A Slide Show

## Printing

- Printing Options
- Previewing & Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline
- Printing For Overhead Transparencies
- Web Page Preview
- Publish As Web Pages