

PowerPoint 97 Advanced

Prerequisites:

This course is designed for students who already have a working knowledge of the basics of PowerPoint, as well as a basic understanding of word processing and spreadsheet concepts. We recommend you first take a Windows class, PowerPoint 97 Introduction before PowerPoint 97 Advanced.

Course Content

Lesson 1: Working with Templates

- Work with Presentations
- Creating Your Own Template
- Working with Fonts

Lesson 2: Working with Graphic Objects

- Working with Clip Art
- Using AutoCorrect and Style Checker

Lesson 3: Importing and Embedding Objects

- Creating a Table
- Enhancing the Table
- Editing the Table
- Importing and Embedding Charts

Lesson 4: Advanced Drawing Techniques

- Aligning and Rotating Flow-Chart Objects
- Enhancing Flow-Chart Objects

Lesson 5: Additional PowerPoint Features

- Customizing PowerPoint Toolbars
- Other Customization Options
- Working with the Internet and Hyperlinks

Lesson 6: Examining Animation and Multimedia

- Working with Animation
- Multimedia

Lesson 7: Working with Meeting Notes

- Using the Meeting Minder
- Sending Slides to Word