



Adding Graphics to Presentations in Microsoft PowerPoint

Duration: 3 hours

Objectives

Microsoft PowerPoint is a useful authoring application tool for creating dynamic slide show presentations. This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new Microsoft Office themes. The course also explores the introduction of Smart Art in PowerPoint, a feature that allows you to add some glamour to your presentations by using colors and shapes to emphasize text and data.

Target Audience

This course is intended for individuals who want to gain basic knowledge of working on PowerPoint. They can be personnel at all levels of the enterprise or end-users seeking to attain competency in Microsoft PowerPoint 2007.

Prerequisite

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment

Course Outline

- Apply a theme to a presentation in PowerPoint
- Customize a theme in a PowerPoint presentation
- Insert objects in PowerPoint presentations
- Modify the appearance of PowerPoint slides using SmartArt graphics
- Apply a theme to a PowerPoint presentation
- Add an object to a slide in PowerPoint
- Add a SmartArt graphic to a PowerPoint slide
- Modify a SmartArt graphic in PowerPoint
- Add a chart or a table in PowerPoint
- Modify the data in an embedded chart
- Change the appearance of a PowerPoint chart
- Modify the appearance of a PowerPoint table
- Insert a chart in a PowerPoint slide
- Change how a chart looks in PowerPoint
- Modify the data in a PowerPoint chart



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