

Impetus PowerPoint 2007 - Advanced

Slide Master

- Work with the Slide Master
- Remove Slide Master Objects
- Add Slide Master Objects
- Insert Pictures
- Add Date and Time Fields

Speaker Notes and Handouts

- Create Speakers Notes
- Enter and Format Note Text
- Resize Note Page Objects
- Modify the Notes Master
- Use the Handout Master

Creating Charts

- Identify a Chart
- Add Chart Layout to Slides
- Create a Chart
- Enter Data into a Datasheet
- Copy and Import Data from Excel
- Open a Chart in Microsoft Graph

Enhancing Charts

- Edit a Chart in Microsoft Graph
- Select Chart Objects
- Add Chart Titles
- Align Titles
- Change Marker Attributes
- Display Gridlines
- Show and Hide the Legend
- Apply Chart Types

Tables

- Define a Table
- Insert a Table
- Add a Table Layout
- Display Table and Border Tools
- Draw and Erase Table Lines
- Navigate around a Table
- Enter Table Data
- Format Table Cells
- Resize a Table

Working with Slide Shows

- Create Transition Effects
- Add Text Preset Animations
- Preview Animation Effects
- Navigate a Slide Show
- Hide Slides
- Set Slide Show Options
- Create Hyperlinks in Slides
- Activate Hyperlinks
- Use the Pen Feature

Spelling Check and Printing

- Use the Spelling Shortcut Menu
- Hide Spelling Errors
- Spell Check a Presentation
- Modify the Custom Dictionary
- View Slides in Black and White
- Change Page Setup
- Set Printing Options