

Impetus PowerPoint 2007 - Intermediate

Slide View

- Identify Slide View Components
- Edit Text in Slide View
- Modify Font Type and Size
- Change Fonts in all Slides
- Apply Text Alignment
- Change Text Attributes
- Find and Replace Text

Outline View

- Identify the Outline Screen
- Edit or Copy Text in an Outline
- Apply Outline View Formatting
- Add and Remove Text Attributes
- Use the Format Painter
- Work with Bullets and Numbering
- Change Text Order and Levels
- Collapse and Expand Outlines

Arranging Slides

- Arrange Slide Order
- Add Slides in Outline View
- Create Slides in Slide View
- Enter a Bulleted List
- AutoNumber a Bulleted List
- Promote and Demote List Items
- Duplicate Slides
- Delete Slides

Slide Layout

- Change Slide Layout
- Open Clip Art
- Use Clip Art Categories
- Search for Clip Art
- Add Clip Art to a Presentation
- Resize Objects
- Move Pictures
- Import Text

Templates

- Identify the Use for Templates
- Change a Presentation Template
- Add Background to Single Slides
- Use the Gradient Effects

Drawing Tools

- Use Blank Presentations
- Add Text Objects
- Draw Lines and Shapes
- Apply Borders and Fill Styles
- Resize Drawing Objects
- Scale, Flip and Rotate Objects
- Add Text to Objects
- Select Multiple Objects
- Copy, Delete and Group Objects

Title Masters Headers and Footers

- Display the Title Master
- Change Master Font Attributes
- Select Title Master Formats
- Add a Header and Footer
- Modify Slide Numbering