

## Course outline for MS PowerPoint 2007 - Advanced level

### SLIDE MANIPULATION

- Merging slides or complete presentations
- Merging a word outline into a presentation
- Applying graduated background fill colours, texture & patterns

### LINKING OBJECTS

- Linking an Excel chart
- Updating a linked object
- Editing linked data within a presentation
- Converting a linked object within a slide to an embedded object
- Linking a picture from a file

### CHARTS AND FLOW CHARTS

- Creating a chart
- Changing the chart type
- Applying chart styles and layouts
- Creating a line-column on two axes  
Formatting the vertical axis
- Drawing a flowchart using built-in flowchart
- Changing or deleting flowchart shapes
- Changing connector types
- Changing the chart type
- Changing the background colour
- Changing the column, bar, line or

### TABLES

- Inserting a table
- Applying a style to a table
- Cell background shading
- Applying borders to cells
- Inserting and Deleting rows or columns

### SLIDE SHOW ANIMATION EFFECTS

- Applying animation effects to text
- Applying animation effects to graphics
- Custom animation
- Changing the sequence of animation

### ORGANISATION CHARTS

- Creating an organisation chart
- Adding labels to items
- Adding a co-worker, subordinate or manager
- Removing an item



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

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