

## Course outline for MS PowerPoint 2007 - Intermediate level

### MEDIA CLIPS

- Inserting a sound clip - volume, hiding, speakers
- Using a picture instead of the sound icon
- Inserting a movie clip and how to play it

### GRAPHICS

- Inserting graphics
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting SmartArt
- Inserting Charts
- Selecting a graphic
- Moving and resizing a graphic
- Copying a graphic
- Deleting a graphic
- Grouping and Ungrouping
- Positioning a graphic relative to the slide

### FORMATTING SHAPES

- Formatting the shape fill colour style
- Formatting the shape border
- Applying a shadow to a graphic
- Modifying arrow line shapes and size
- Rotating or flipping a graphic
- Graphic order
- Aligning graphics, shapes and clipart
- Applying a semi-transparent effect to a graphic
- Applying 3-D effects to a drawn object
- Format painter

### FORMATTING PICTURES

- Applying picture styles
- Modifying contrast and brightness
- Re-colour pictures
- Cropping a picture
- Re-scaling and rotating a picture
- Resetting the image size
- Rotating and flipping pictures
- Setting picture shape
- Converting a picture to a grayscale format



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)

Many more courses are available including MS Outlook, Internet, Word, Project, Access, Excel, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint