

Course overview:

Freelance Graphics 9.8

Advanced

(S578eng)



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Overview and objectives

This 1-day course for Freelance Graphics 9.8 will provide students with the skills they need such as using the SmartMaster, saving a presentation for the Web, importing files from other applications, and so on. The target student for this class should be comfortable using the basic features of Freelance Graphics. This instructor's edition is designed for quick scanning in the classroom, and filled with interactive exercises

Use SmartMaster to create a presentation, change the look of pages, add speaker notes, and add headers and footers to pages.

Resize, align, flip, and rotate an object, group and ungroup an object, and add clip art to the clip art library and diagram to the diagram library.

Modify properties of an organization chart, change its layout, edit and delete its entries, format and align text in a table, and change the pattern and background color of a table.

Create a SmartIcons set and a custom icon, attach an executable (EXE) file to a custom icon, Create and edit a page layout and add customized backdrop.

Draw on the screen and display the control panel during a screen show, add transition effects, attach actions, set timings, rehearse timings, add sound and movie, and play sound and movie continuously.

Save a presentation for the Web and view it in Internet Explorer, use TeamShow to deliver a presentation on multiple computers, and use the Save and Go feature to compress and decompress a presentation.

Import files from other applications, import a Lotus 1-2-3 chart and worksheet, copy text from a Word Pro outline, and paste a Word Pro table in a Freelance Graphics presentation.

Who should attend?

Students are expected to have a good working knowledge of Freelance 9.8 perhaps gained through attendance on a basic-level course.

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Advanced features

- Using SmartMaster • Adding speaker notes, headers, and footers

Working with objects

- Modifying objects • Customizing clip art and diagram library

Organization charts and tables

- Modifying organization charts • Modifying tables

Customizing SmartIcons, page layouts, and pages

- Customizing SmartIcons • Customizing page layouts • Customizing pages

Advanced screen show options

- Screen show tools • Transitions, actions, and timings • Sound and movie features

Advanced presentation techniques

- Exploring presentations on the Web • Using advanced delivery options

Integrating with other applications

- Importing files • Integrating with Lotus 1-2-3 • Integrating with Word Pro

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