

PowerPoint 2007 - Level 1

Duration: 1 day

Overview:

In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

Target Audience:

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.

At Course Completion:

Upon successful completion of this course, students will be able to:

- Get started with PowerPoint.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

Module 1: Getting Started with PowerPoint

- Explore the User Interface
- Navigate and View a Presentation
- Use Microsoft PowerPoint Help
- Enter Text
- Save a Presentation

Module 2: Creating a Presentation

- Create a Presentation
- Edit Text
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Module 3: Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

Module 4: Adding Graphical Objects to a Presentation

- Insert Clip Art and Pictures
- Draw Shapes
- Insert WordArt

Module 5: Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

Module 6: Adding Tables to a Presentation

- Create a Table
- Format Tables
- Insert a Table from Microsoft Word

Module 7: Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

Module 8: Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation