

PowerPoint 2007 - Level 1

Days of Training: 1

Overview

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

Prerequisites

- Windows Level 1

At Course Completion

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

- Explore the PowerPoint environment.
- Create a presentation.
- Add text and themes to 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.

Lesson 1: Getting Started with PowerPoint

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

Lesson 2: Creating a Presentation

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

Lesson 3: Formatting Text on Slides

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

Lesson 4: Adding Graphical Objects to a Presentation

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

Lesson 5: Modifying Objects

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

Lesson 6: Adding Tables to a Presentation

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

Lesson 7: Inserting Charts in a Presentation

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

Lesson 8: Preparing to Deliver a Presentation

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

PPT2007L1

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