



PowerPoint 2007: Introduction

Overview: This course is designed for students who are interested in learning the fundamentals needed to create, modify, print, and package basic presentations using PowerPoint 2007. Students will create a presentation that includes text, graphic objects, charts, graphs, animation effects, and transitions.

Prerequisites: Windows XP Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Exploring the PowerPoint Environment

- Explore the User Interface
- Explore the Ribbon
- Use Microsoft PowerPoint Help
- Customize the Quick Access Toolbar

Lesson 2: Creating a Presentation

- Create a Presentation
- Save a Presentation
- Add Slides to a Presentation
- Use the PowerPoint Galleries
- Work with Themes
- Enter Text
- Edit Text
- Navigate Through a Presentation
- Use the Various Presentation Views

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

- Spell Check
- Arrange Slides
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation
- Package a Presentation