

MICROSOFT POWERPOINT 2007 INTRO

WHO SHOULD ATTEND

Those with little or no experience using Microsoft PowerPoint who are involved with the following:

- ◆ Creating presentations
- ◆ Adding visual impact with colorful text, graphics, and charts
- ◆ Enhancing professional presentations with transitions and effects

PREREQUISITES

A working knowledge of skills outlined in the courses Introduction to Windows or Introduction to Macintosh OS is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student the basics of PowerPoint, a powerful and easy-to-use desktop presentation program, with a main focus on slides, enhancing data, and graphic tools.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day PowerPoint Advanced class to learn more advanced features and concepts including templates, graphic objects, and customization.

SKILLS LEARNED

- ◆ Open a presentation and view a slide show
- ◆ Moving between slides using keyboard commands and the menu
- ◆ Options for viewing slides
- ◆ Select slide types using menus
- ◆ Enter text on slides with placeholders
- ◆ Add text to a bullet list and rearrange bullet items in Outline view
- ◆ Check spelling and content
- ◆ The functions of Drawing Toolbar
- ◆ Duplicate objects, add text within objects, and control the alignment
- ◆ Using AutoShapes
- ◆ Enhance drawn objects with text colors, fills, patterns, textures, gradients, shadows
- ◆ The Format Painter
- ◆ Viewing and inserting clip art from the Gallery
- ◆ Size, move, enhance and format clip art
- ◆ Using Word Art and its toolbar
- ◆ The Chart tool
- ◆ Apply a design template to an existing presentation
- ◆ Editing the Slide Master
- ◆ Headers and Footers
- ◆ The Slide Sorter view
- ◆ Transition effects and animation effects
- ◆ Set slide timings and automatic slide show options
- ◆ Create notes with Notes Page view, audience handouts
- ◆ Slide and Print options

COURSE OUTLINE

LESSON 1: Getting Started with PowerPoint

- ◆ Examine the overall features and components of PowerPoint
- ◆ The Slide Show and options

LESSON 2: The Presentation

- ◆ Slide types
- ◆ Format text, change bullet indents, and change line spacing

LESSON 3: Drawing Tools

- ◆ The Drawing Toolbar
- ◆ Create, move, size and delete simple objects with drawing tools
- ◆ Enhance drawn objects

LESSON 4: Clip & Word Art

- ◆ The Clip Art Gallery
- ◆ Modifying Clip Art
- ◆ Using WordArt

LESSON 5: Organization Charts and Microsoft Graph

- ◆ Enter chart data by using Microsoft Organization Chart
- ◆ Microsoft Graph

LESSON 6: Templates and the Slide Master

- ◆ Design Templates
- ◆ The Slide Master

LESSON 7: Slide Shows, Output, and Presentation Options

- ◆ Effects, slide timings and options
- ◆ Notes Pages and Audience Handouts