

PowerPoint 2007 Level 1

Prerequisites

Students should have a basic knowledge of computers and experience in navigating around the Microsoft Windows environment. Prerequisite skills include the ability to launch programs, open and save documents.

Description

This course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

Detailed Outline

Getting started

The PowerPoint window
Getting help

New presentations

Creating new presentations
Saving presentations
Rearranging and deleting slides
Using slides from other presentations

Formatting slides

Text formatting
Modifying text
Paragraph formatting

Drawing objects

Shapes
Modifying objects
Text in objects

Objectives

By the end of this course, you will be able to:

- ✓ Create new presentations
- ✓ Formatg slides
- ✓ Draw objects
- ✓ Insert Graphics
- ✓ Use tables and charts
- ✓ Setting up slide shows
- ✓ Proof and deliver presentations

Graphics

WordArt
Pictures
Clip art

Tables and charts

Tables
Charts
Diagrams

Modifying presentations

Templates and themes
PowerPoint 2007: Basic Topic-Level Outline
Slide masters
Transitions and timings
Speaker notes
Setting up slide shows

Proofing and delivering presentations

Proofing presentations
Running presentations
Printing presentation