

PowerPoint 2007 Introduction

1 Day Course

Objectives

By the end of the day you will know how to:

- Create a presentation
- Add slides to a presentation
- Format a presentation
- Create and alter slide masters
- Use drawings, images and tables in a presentation
- Run a slide show
- Proof and deliver presentations

Prerequisites

A basic understanding of Microsoft Windows, and familiarity with a keyboard and mouse

Course Contents

Unit 1: Getting started

Topic A: The PowerPoint window

Topic B: Getting help

Unit 2: New presentations

Topic A: Creating new presentations

Topic B: Saving presentations

Topic C: Rearranging and deleting slides

Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Text formatting

Topic B: Modifying text

Topic C: Paragraph formatting

Unit 4: Drawing objects

Topic A: Shapes

Topic B: Modifying objects

Topic C: Text in objects

Unit 5: Graphics

Topic A: WordArt

Topic B: Pictures

Topic C: Clip art

Unit 6: Tables and charts

Topic A: Tables

Topic B: Charts

Topic C: Diagrams

Unit 7: Modifying presentations

Topic A: Templates and themes

Topic B: Slide masters

Topic C: Transitions and timings

Topic D: Speaker notes

Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations

Topic B: Running presentations

Topic C: Printing presentations