

## **Microsoft Powerpoint 2007 - Level 1 Training**

- **Course Number:** PPt2k71
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the Microsoft Office Fluent user interface to the new graphics and formatting capabilities, Office PowerPoint 2007 puts the control in your hands to create great-looking presentations.

### **Prerequisites**

Basic computer proficiency is required.

### **Audience**

This course is for anyone who wishes to learn Microsoft Powerpoint 2007.

### **Course Outline**

- Part A
- Course Introduction
- Course Introduction
- Lesson 1 - Exploring the PowerPoint Environment
- Exploring the PowerPoint Environment
- Presentations
- PowerPoint Presentations
- The Microsoft Office Button
- Demo - Exploring the Interface
- The Quick Access Toolbar
- Demo - The Quick Access Toolbar
- The Microsoft Office Window Frame
- The Ribbon
- The Home Tab
- The Insert Tab
- The Design Tab
- The Animations Tab
- The Slide Show Tab
- The Review Tab
- The View Tab
- The Dialog Box Launchers
- Contextual Tabs
- PowerPoint Help Feature
- PowerPoint Help Toolbar Options
- Demo - Using Help

- The PowerPoint Options Dialog Box
- Lesson 1 Review
- Lesson 2 - Creating a Presentation
- Creating a Presentation
- Presentation Guidelines
- Saving Presentations
- Demo - Saving a Presentation
- Templates
- Demo - Creating a Presentation Using a Template
- Demo - Creating a Presentation from a Word Outline
- Compatibility Checker
- Slide Layouts
- Galleries
- Themes
- Components of Themes
- Demo - Themes
- Live Preview
- Background Styles
- Text Placeholders
- Demo - Add Text
- The Paste Special Command
- Demo - Edit Text
- The Slides Tab
- Demo - Views
- Lesson 2 Review
- Lesson 3 - Formatting Text on Slides
- Formatting Text on Slides
- Character Formats
- Demo - Applying Character Formats
- Demo - Paragraph Formats
- The Mini Toolbar
- Format Painter
- Replace Font Dialog Box
- Text Styles
- Demo - Format Text Placeholders
- Bulleted List
- Numbered List
- Indent Markers
- Typography Effects
- Lesson 3 Review
- Part B
- Lesson 4 - Adding Graphical Objects to a Presentation
- Adding Graphical Objects to a Presentation
- Clip Art
- Demo - Insert Clip Art
- Shapes
- Demo - Shapes
- Drawing Tools
- WordArt
- Demo - Insert Word Art
- Lesson 4 Review
- Lesson 5 - Modifying Objects

- Modifying Objects
- Object Selection
- Object Scaling
- Demo - Modify Objects
- Picture Tools
- Image Compression
- Orientation
- Demo - Orientation of Objects
- The Set Transparent Color Option
- Grouping and Ungrouping Objects
- Order of Objects
- Guides and Gridlines
- Demo - Layering Objects
- Lesson 5 Review
- Lesson 6 - Adding Tables to a Presentation
- Adding Tables to a Presentation
- Tables
- Table Creation
- Demo - Insert a Table
- Demo - Insert a Table from Word
- Table Tools
- Table Fill Options
- Table Styles
- Lesson 6 Review
- Lesson 7 - Inserting Charts in a Presentation
- Inserting Charts in a Presentation
- Charts
- Demo - Insert a Chart
- Chart Data
- The Chart Window
- Chart Tools
- Chart Types
- Chart Layouts
- Chart Styles
- Demo - Modify a Chart
- Demo - Paste a Chart from Excel
- Lesson 7 Review
- Lesson 8 - Preparing to Deliver a Presentation
- Preparing to Deliver a Presentation
- AutoCorrect
- The Spell Checker
- Demo - Spell Check
- Transitions
- Demo - Add Transitions
- Animation Effects
- Demo - Add Animations
- Speaker Notes
- Handouts
- Outlines
- The Page Setup Dialog Box
- The Package For CD Option
- Demo - Preparing for a Presentation

- Lesson 8 Review
- Course Closure