
IT Training Course Description

Microsoft Office PowerPoint 2007: Level 1

Description

Attendees gain the basic skills necessary for creating effective presentations. The course covers various slide views, use of layouts, inserting text and drawing objects, inserting charts and tables, and applying transitions and animations to enhance presentations.

Course length: 2 two-hour sessions

Prerequisites

- ✓ PC Basics (or equivalent knowledge of basic computer skills)
- ✓ Working knowledge of Windows. Must be able to minimize, maximize, open and close windows; navigate to specified directories and save documents to those directories.

Objectives

Upon successful completion of this course, attendees will be able to:

- ✓ Create bulleted slides.
- ✓ Format text slides.
- ✓ Insert clip art and WordArt objects into a slide.
- ✓ Create speaker notes and handouts.
- ✓ Rearrange the order of slides.
- ✓ Add transitions to slides.
- ✓ Apply animation effects.

Topics Covered

Lesson 1: Exploring the PowerPoint Environment

- ✓ Exploring the User Interface
- ✓ Exploring the Ribbon
- ✓ Using Microsoft PowerPoint Help
- ✓ Customizing the Quick Access Toolbar

Lesson 2: Creating a Presentation

- ✓ Creating a Presentation
- ✓ Saving a Presentation
- ✓ Adding Slides to a Presentation
- ✓ Using the PowerPoint Galleries
- ✓ Working with Themes
- ✓ Entering Text
- ✓ Editing Text
- ✓ Navigating Through a Presentation
- ✓ Using the Various Presentation Views

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Lesson 3: Formatting Text on Slides

- ✓ Applying Character Formats
- ✓ Applying Paragraph Formats
- ✓ Formatting Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

- ✓ Inserting Clip Art and Pictures
- ✓ Drawing Shapes
- ✓ Inserting WordArt

Lesson 5: Modifying Objects

- ✓ Working with Objects
- ✓ Changing Object Orientation
- ✓ Formatting Objects
- ✓ Grouping and Ungrouping Objects
- ✓ Arranging Objects

Lesson 6: Adding Tables to a Presentation

- ✓ Creating a Table
- ✓ Inserting a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation

- ✓ Creating a Chart
- ✓ Editing Chart Data
- ✓ Modifying a Chart
- ✓ Pasting a Chart from Microsoft Excel

Lesson 8: Preparing to deliver a Presentation

- ✓ Using Spell Check
- ✓ Arranging slides
- ✓ Adding Transitions
- ✓ Applying an Animation Effect
- ✓ Creating speaker Notes
- ✓ Printing a Presentation
- ✓ Packaging a Presentation