



PowerPoint 2007 - Introduction

Course Duration

Duration - 1 Day. Course timings 0930-1630 (approximate)

Course Aims

This course will provide delegates with the necessary skills to create, edit, format and print a presentation as well as the ability to setup and run a slide show.

Pre-requisites

No prior knowledge or experience of Microsoft PowerPoint 2007 is assumed or required. It would be beneficial to have a workable knowledge of Windows and an ability to use the mouse and keyboard.

Target Audience

This course is designed for new users who wish to understand the basics of PowerPoint 2007 and produce efficient presentations.

Content/Topics

The Microsoft PowerPoint 2007 Introduction course will cover the following topics enabling delegates at the end of the course to be able to:

2007 PowerPoint Environment

- Exploring the Fluid User Interface
- Exploring the Ribbon
- The Quick Access Toolbar
- Customise the Quick Access Toolbar
- Customise the Ribbon
- Mini Toolbar
- Help

Getting Started

- Creating a New Presentation
- Create Presentations using Templates, Themes & Online Content
- Saving a Presentation
- Opening an Existing Presentation
- Switch between Presentations
- Saving a Presentation
- PowerPoint Views & Presentation File Components
- Navigate in a Presentation
- Move and Copy Slides
- Save, Close and Exit PowerPoint

Illustrations/Text

- Insert Shapes
- Insert WordArt
- Insert Text Box
- Drawing Contextual Tab
- Manipulation of Graphics
- Shadow and 3-D Effects
- Objects Layers

Text

- Live Preview
- Add Text in Slide View & Outline View
- Add Text to Notes and Objects
- Format Fonts, Alignment, and Line Spacing
- Create and Format Bullet Lists
- Create and Format Number Lists
- Changing Case
- Paragraph Formats
- Using the Format Painter
- The Undo Command
- Spellcheck a Presentation
- Text Placeholders

Colour Themes & Backgrounds

- Add Themes & Backgrounds
- Theme Colours, Effects & Fonts
- Copying Colour Themes between Slides

Slides

- Move-Copy Slides
- Reuse Slides
- Add Notes to Slides
- Slide Settings

Pictures/Images/Video

- Insert from Clipart
- Insert from File
- Insert from Clipboard
- Insert Video
- Picture Contextual Tab
- Manipulation of Pictures



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Create Masters

- Understanding Masters
- Changing Slide Master
- Handout & Notes Master

Creating Tables

- Creating Slides that Contain Tables
- Table Contextual Tab
- Amending Table
- Enter Text in a Table
- Selecting & Formatting Tables

Charts

- Creating and Formatting a Chart
- Different Charts (Pi, Column etc)
- Resize/Move Chart
- Change Chart Type
- Change Chart Elements
- Delete Chart

SmartArt

- Organisation Chart
- Typing Text with Text Pane
- Adding Co-Workers
- Adding Subordinates
- Adding Assistant
- Promoting and Demoting
- Switching Direction
- Positioning SmartArt
- Resizing SmartArt Using Ribbon
- Resizing SmartArt Using Mouse
- Text Wrapping Around SmartArt
- Changing Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting Shape from SmartArt

Printing a Presentation

- Setting up Slides for Printing
- Printing a Presentation
- Printing Handouts

Setting up the slide show

- Add Animations
- Animation Control
- Custom Animation Pane
- Add Transitions
- Add an Action Button
- Rehearsing Timings
- Hidden Slides
- Custom Shows
- Chart Animations
- Object Animations
- Insert Sound
- Insert Movie

Creating and Running a Slide Show

- Navigating through a Slide Show
- Use Pen-Highlighter
- Change Ink Colour
- Erase Pen-Highlighter
- Keep-Discard Annotations
- Whiteout-Blackout