

PowerPoint 2007 Introduction



Sutherland
Computer
Services

Learning outcomes

The skills and knowledge acquired in Microsoft PowerPoint 2007 Level 1 are sufficient to be able to create real-world presentations. You will also learn how to add themes, run a slide show, print, publish presentations.

Target audience

Microsoft PowerPoint 2007 Level 1 is designed for users who wish to use this application to present information.

The course will cover the following topics

Getting To Know PowerPoint

- Starting PowerPoint
- The PowerPoint Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From PowerPoint

Working With Presentations

- Opening Existing Presentations
- Switching Between Open Presentations
- Understanding PowerPoint Views
- Switching Between Views
- Navigating A Presentation
- Using The Zoom Tool
- Closing A Presentation
- Returning To A Previous Presentation

Creating A Presentation

- Designing A Presentation
- Presentation Methods And Hardware
- Creating A New Blank Presentation
- Using Installed Or Online Templates
- Creating A Presentation Based On A Theme
- Adding Text Using The Outline Pane
- Saving A Presentation
- Adding Slides And Text
- Previewing A Slide Show

Slide Layouts

- About Slide Layouts

- Adding A Title Slide
- Adding A Title And Content Slide
- Adding A Section Header Slide
- Adding A Table To A Slide
- Adding A Picture With Caption Slide
- Adding A Chart To A Slide
- Changing The Slide Layout

Clip Art

- Inserting Clip Art
- Resizing Clip Art
- Modifying Clip Art
- Modifying Elements Of Clip Art
- Applying Effects To Clip Art
- Rotating Clip Art
- Inserting Clips From The Organiser

Shapes

- About The Shapes Gallery
- Drawing Arrows And Lines
- Drawing Shapes
- Working With Shapes
- Arranging Shapes
- Adding Connectors To Shapes
- Adding Text To Shapes
- Grouping Shapes
- Formatting Shapes
- Layering Shapes
- Adding A SmartArt Graphic
- Formatting A SmartArt Graphic

SmartArt

- Understanding SmartArt
- Creating An Organisation Chart
- Typing Text Using The Text Pane
- Adding Peers
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape From SmartArt

Slide Show Navigation

- Using Slide Sorter View
- Reusing Slides
- Adding Notes To Your Slides
- Slide Numbers
- About Hyperlinks
- Creating An Internal Hyperlink
- Creating A Hyperlink To Another Presentation
- Creating A Hyperlink To Another Application
- Keyboard Shortcuts For Navigating Slide Shows
- Presenting A Slide Show

Printing

- Print Preview Options
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing The Outline

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help

Concluding Remarks

Pro-efficient Professional

The Future ON TRACK – TRAINED

Ph: 0419 797 932 Email: info@sutherlandcomputers.com.au

Web: www.sutherlandcomputers.com.au