

# PowerPoint 2007 © Introduction



**Sutherland  
Computer  
Training**

**Duration: 1 Day**

## TARGET AUDIENCE

This One-Day Course is designed for users who wish to use this application to present information.

## LEARNING OUTCOMES

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

### 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