

# Microsoft PowerPoint 2007 Essentials



Duration: **1 Day** Course Code: **PPT07E**

*This course is designed to provide an overview of the key elements required for using PowerPoint for screen and printed presentations right through to adding Animations and slide Transitions.*

## Learning Outcomes

By the end of this course students will be able to create and edit presentations, add/edit slide layouts, insert graphics and clip art images, enhance presentations with themes, drawing objects and set PowerPoint Default setting with Slide Masters, add Animation and Effects, Print and Present.

## Prerequisites

This course is designed for students with little or no knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

## Getting Started

- Creating a Blank Presentation
- Selecting an Auto Layout
- PowerPoint Panels
- Using the Quick Access Toolbar
- Working with the Ribbon

## Building a Presentation

- Creating a New Presentation
- Entering Text in a Presentation
- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Adding new Slides
- Using Different Slide Layouts
- Working with Bulleted Lists
- Inserting Clipart and Graphics
- Using WordArt
- Applying Artistic Effects
- Charts and Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

## Navigating and Views

- Navigating Between Slides
- Switching Views
- Using Normal View
- Changing Magnification Levels
- Converting Slide Layouts

## Using Outline Mode

- Creating a Bulleted List
- Collapsing/Expanding Slides
- Demoting/Promoting Text Items
- Reordering Text Items
- Adding Slides from Outline Pane
- Deleting Slides from Outline
- Rearranging Slides from Outline Mode

## Proofing your Document

- Checking Spelling as you Type
- Running the Spell Checker
- Finding and Replacing Text

## Enhancing a Presentation

- Changing the Font and Size
- Changing the Font Style and Effect
- Adjusting Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing
- Adding WordArt
- Creating/Modifying Charts

## Drawing Objects

- Inserting Drawing Objects
- Working with Lines
- Using AutoShapes
- Formatting Objects
- Duplicating Drawing Objects
- Rotating/Flipping Objects
- Adding Text to Drawing Objects

## Working with Slide Masters

- The Importance of the Slide Master
- Slide Master Types
- Editing Slide Master Settings
- Adding Headers and Footers

## Designing and Running a Show

- Using Slide Show View
- Transitions and Animations
- Setting Transition Options
- Adding Pre-set Animations
- Adjusting Sliding Timings
- Rehearsing Slide Presentation Timings
- Running a Slide Show

## Printing Presentation

- Setting Page Setup Options
- Printing Slides
- Printing Handouts, Speaker Notes and Outline View
- Emailing Presentations
- Publishing a Presentation for the Web

