

Microsoft® Office PowerPoint® 2007: Level 1

Course length: 1.0 day

Course Description

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

Course Objective: You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint® 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft® Office PowerPoint® 2007.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Windows XP: Introduction
- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Objectives

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

- get started with PowerPoint.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify objects on slides.
- add tables to a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint

- Topic 1A: Explore the User Interface
- Topic 1B: Navigate and View a Presentation
- Topic 1C: Use Microsoft PowerPoint Help
- Topic 1D: Enter Text
- Topic 1E: Save a Presentation

Lesson 2: Creating a Presentation

- Topic 2A: Create a Presentation
- Topic 2B: Edit Text
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Arrange Slides
- Topic 2E: Work with Themes

Lesson 3: Formatting Text on Slides

- Topic 3A: Apply Character Formats
- Topic 3B: Apply Paragraph Formats
- Topic 3C: Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

- Topic 4A: Insert Clip Art and Pictures
- Topic 4B: Draw Shapes
- Topic 4C: Insert WordArt

Lesson 5: Modifying Objects

- Topic 5A: Work with Objects
- Topic 5B: Change Object Orientation
- Topic 5C: Format Objects
- Topic 5D: Group and Ungroup Objects
- Topic 5E: Arrange Objects

Lesson 6: Adding Tables to a Presentation

- Topic 6A: Create a Table
- Topic 6B: Format Tables
- Topic 6C: Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation

- Topic 7A: Create a Chart
- Topic 7B: Edit Chart Data
- Topic 7C: Modify a Chart
- Topic 7D: Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

- Topic 8A: Review Content
- Topic 8B: Add Transitions
- Topic 8C: Apply an Animation Effect
- Topic 8D: Create Speaker Notes
- Topic 8E: Print a Presentation