

PowerPoint® 2007: Introduction

Course length: 1 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: Windows

Performance-Based 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

Explore the User Interface
Navigate and View a Presentation
Use Microsoft PowerPoint Help
Enter Text
Save a Presentation

Lesson 2: Creating a Presentation

Create a Presentation
Edit Text
Add Slides to a Presentation
Arrange Slides
Work with Themes

Lesson 3: Formatting Text on Slides

Apply Character Formats
Apply Paragraph Formats
Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

Insert Clip Art and Pictures
Draw Shapes
Insert WordArt

Lesson 5: Modifying Objects

Work with Objects
Change Object Orientation
Format Objects
Group and Ungroup Objects
Arrange Objects

Lesson 6: Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Lesson 7: Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

- Review Content
- Add Transitions
- Apply an Animation Effect
- Create Speaker Notes
- Print a Presentation