



Introduction to Microsoft PowerPoint 2007

One-Day Course

Windows

Course Overview:

Develop the skills you need to present your ideas to an audience. In this course, you will learn how to efficiently create attention-grabbing slides using text, clip art, photographs, and drawings. You will also learn how to add excitement to your presentation by including special transitional effects to your slides and animation to text, objects and charts.

Course Content:

Create, Edit and Format a Presentation

- Identifying and naming the different parts of the PowerPoint 2007 screen, including the Ribbon, tabs and groups
- Creating and editing your presentation efficiently using the normal, slide, outline and sorter views
- Generating Notes Pages to remind yourself of what you would like to say during your presentation
- Enhancing the appearance of text using the many formatting commands
- Applying a theme, color scheme, font set and background to a presentation
- Modifying the slide master by selecting the font, font size and bullets, adding objects to appear on all slides in the presentation

Creating Objects

- Adding Clip Art to create attention-grabbing slides
- Constructing interesting drawings using the predefined AutoShapes
- Inserting a table onto a slide to display information in column and row format
- Producing diagrams using PowerPoint's SmartArt graphics

Animating and Printing a Presentation

- Add excitement to your presentation by including special slide transitional effects and animation to text and objects
- Previewing a presentation before you print it using the Print Preview command
- Printing the four components of a presentation