

Microsoft ®

PowerPoint 2007

Course Outline

Beginning Level

FIRST STEPS WITH PRESENTATIONS

- Opening PowerPoint
- Opening a presentation
- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

CREATING A PRESENTATION

- Creating a new presentation
- Inserting a new slide
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name

MANIPULATING SLIDES

- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background color on the active slide
- Changing background color on all the slides within a presentation

THEMES

- Applying a theme to a presentation

TEXT BOXES (PLACEHOLDERS)

- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)
- Compatibility issues when saving a presentation

SELECTING, COPYING MOVING, RESIZING AND DELETING TEXT

- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

SEARCHING YOUR PRESENTATION

- Using Find
- Using Replace

FONT FORMATTING

- Font formatting options
- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font color
- Clearing all text formatting

PARAGRAPH FORMATTING

- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Line spacing
- Using Outline view
- PowerPoint Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text AutoFit
- Using the Format Painter

SELECTING, COPYING MOVING, RESIZING AND DELETING ILLUSTRATIONS

- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration
- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations

INSERTING ILLUSTRATIONS

- Inserting Illustrations within PowerPoint
- Inserting pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting SmartArt
- Inserting Charts

FORMATTING SHAPES

- Formatting the shape background fill color style
 - Formatting the shape line weight and style
 - Formatting the shape line color
 - Applying a shadow to an illustration
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- Modifying arrow line shapes and size
- Rotating or flipping an illustration
- Rotating illustrations by dragging with the mouse
- Layering illustrations to the front or back
- Aligning illustrations vertically
- Aligning illustrations horizontally

FORMATTING CHARTS

- Changing the chart type
- Changing the background color in the chart
- Changing the column, bar, line or pie slice colors in the chart

ORGANIZATION CHARTS

- What is an organization chart?
- Creating an organization chart
- Adding labels to items within an organization chart
- Adding a co-worker to an organization chart
- Adding a subordinates within an organization chart
- Adding a manager within an organization chart
- Removing an item from an organization chart

MOVING, COPYING AND DELETING SLIDES

- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations

SLIDE SHOWS

- Running a slide show
- Slide show transition effects
- Slide show animation effects

PRINTING

- Spell-checking
- Using Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- Printing a presentation

CUSTOMIZING POWERPOINT

- Modifying PowerPoint options
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