

Microsoft® Office PowerPoint® 2007: Level I

084841

1 Day

Description

You may want to upgrade paper-based overhead presentations to an electronic format. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

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

To ensure your success, we recommend you first take one of the following ExecuTrain courses or have equivalent knowledge:

- ✓ Windows XP: Introduction
- ✓ Windows XP Professional: Levels 1 and 2
- ✓ Windows 2000: Introduction

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Objectives

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

- ✓ explore the PowerPoint environment.
- ✓ create a presentation. You will also add text and themes to 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.

Outline

Exploring the PowerPoint Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Explore the Ribbon
- Topic 1C: Use Microsoft PowerPoint Help
- Topic 1D: Customize the Quick Access Toolbar

Creating a Presentation

- Topic 2A: Create a Presentation
- Topic 2B: Save a Presentation
- Topic 2C: Add Slides to a Presentation
- Topic 2D: Use the PowerPoint Galleries
- Topic 2E: Work with Themes
- Topic 2F: Enter Text
- Topic 2G: Edit Text

Topic 2H: Navigate Through a Presentation

Topic 2I: Use the Various Presentation Views

Formatting Text on Slides

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

Adding Graphical Objects to a Presentation

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

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

Adding Tables to a Presentation

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

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

Preparing to Deliver a Presentation

- Topic 8A: Spell Check
- Topic 8B: Arrange Slides
- Topic 8C: Add Transitions
- Topic 8D: Apply an Animation Effect
- Topic 8E: Create Speaker Notes
- Topic 8F: Print a Presentation
- Topic 8G: Package a Presentation

Appendix A: Microsoft Office Specialist Program