



PowerPoint 2007: Basic

PowerPoint 2007 Basic covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

Course Length

1 day, 8:30 AM to 4:30 PM

Prerequisites

Windows XP: Basic or Windows Vista: Basic or equivalent experience

Outline

Unit 1: Getting started

Topic A: The PowerPoint window

Topic B: Getting help

Unit 2: New presentations

Topic A: Creating new presentations

Topic B: Saving presentations

Topic C: Rearranging and deleting slides

Topic D: Using slides from other presentations

Unit 3: Formatting slides

Topic A: Text formatting

Topic B: Modifying text

Topic C: Paragraph formatting

Unit 4: Drawing objects

Topic A: Shapes

Topic B: Modifying objects

Topic C: Text in objects

Unit 5: Graphics

Topic A: WordArt

Topic B: Pictures

Topic C: Clip art



Unit 6: Tables and charts

Topic A: Tables

Topic B: Charts

Topic C: Diagrams

Unit 7: Modifying presentations

Topic A: Templates and themes

Topic B: Slide masters

Topic C: Transitions and timings

Topic D: Speaker notes

Topic E: Setting up slide shows

Unit 8: Proofing and delivering presentations

Topic A: Proofing presentations

Topic B: Running presentations

Topic C: Printing presentations